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# Example of Stock Plan Administrator Job Description

Our growing company is looking for a stock plan administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for stock plan administrator

* As a member of the Total Rewards Team, this role will be responsible for the day to day administration of our global equity programs, including recordkeeping, reporting, compliance and reconciliation
* Communicates plan provisions to employees and resolves employee issues or concerns according to established plan rules
* Work with the Stock Plan Administrator to facilitate grants to Directors, Executives and other participants
* Assist new and existing participants with general inquiries including account information, website navigation, grant acknowledgements, ESPP enrollment, option exercises and restricted stock unit vesting
* Perform monthly, quarterly and yearly reconciliation of records between HR, Payroll, Finance and Legal
* Coordinate with the Stock Plan Administrator on communication materials to participants on grant acceptance, ESPP enrollment, disqualified disposition and vesting
* Support to the compensation team with the administration of sales commission plans and reward and recognition programs
* Prepare daily cash position, initiate electronic payments, invest excess funds or process redemptions
* Act as lead system administrator for treasury workstation/bank portals
* Analyze bank fees and suggest service and account efficiencies

## Qualifications for stock plan administrator

* Process materials for upload into e\*Trade’s Equity Edge
* Ensure the integrity of all files and electronic databases related to equity administration
* Create content updates and deliver training, informational and educational materials on stock programs
* Administer the day to day activities related to our equity compensation program
* Prepare monthly equity compensation expense valuation package
* Work with Accounting and Payroll to ensure that stock option exercises and employee stock purchase deductions are recorded appropriately