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# Example of Stock Plan Administrator Job Description

Our innovative and growing company is looking to fill the role of 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

* Ensure compliance with all domestic laws for income and tax withholdings for options, restricted stock and ESPP
* Manage new option stock grants, exercise, cancellations, and terminations, including electronic systems that enable such transaction
* Assist in preparing custom reports for and reconciliations between Fidelity platform data and reported data for quarterly and annual SEC filings Form 10-Qs and 10-Ks, and proxy statements
* Compile data for Compensation Committee reporting, proxy, and annual report
* Serve as principal liaison with HR, Payroll, Finance and Legal on all stock award matters
* Manage vendor relationships, including transfer agent and broker
* Prepare quarterly, annual and ad hoc reports for HR, Finance, Legal and Payroll, as required
* Manage and respond to all employee inquiries, communications regarding stock plans, Fidelity accounts and employee education
* Assist the Legal Department with maintenance and filing Rule 144 paperwork and Form 4s in a timely manner
* Assist with internal and external audits and investigations relating to stock matters

## Qualifications for stock plan administrator

* Prior stock administration experience, and experience with Equity Edge Online preferred (but not required)
* 2-3 years of executive compensation experience with medium to large publicly traded companies
* Ability to multi-task and juggle several projects and requests with exceptional time management skills
* Proven ability to effectively use data management tools
* Remain current on regulatory developments and changes for stock plan administration
* Enter monthly terminations