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# Example of Stock Plan Administrator Job Description

Our company is looking to fill the role of stock plan administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for stock plan administrator

* Administering all aspects of the equity programs, including maintenance of data (e.g., new hires, terminations, ) in the equity system, and ensuring all participant equity plan transactions (grants, exercises, releases, forfeitures, ) are correctly processed and settled in a timely manner
* Acting as a resource for participants and internal and external business partners providing them with complete and accurate stock plan administration information
* Representing the equity program(s) in all communications with external vendor partners and internal partners in other departments, Board members, and eligible participants, answering questions and proactively leading communication efforts for program(s)
* Provide Finance monthly stock compensation expense budget and forecasting compensation expense as needed
* Be responsible for data accuracy and reporting of all proxy disclosures and SEC filings
* Provide support for other ad hoc analyses and projects as needed
* Ensure efficient, timely, and accurate processing of stock options, RSU's, exercises, restricted stock releases, terminations and cancellations, and the processing of leave of absence vesting suspensions
* Handle administration of the Employee Stock Purchase Plan (ESPP) with semi-annual enrollment and purchases
* Handle required reconciliations to ensure accuracy of the equity plans and programs
* Ensure the proper taxation is applied to all equity exercises and releases

## Qualifications for stock plan administrator

* Experience with the UBS EPAS system is a plus
* Minimum six (6) years of equity plan administration experience with at least 3 years at a public company
* CEP certification is a plus and experience with stock-based compensation expense calculations and SOX controls is highly desirable but not required
* Self-motivation, enthusiasm, and an ability to work independently and in a team environment
* B.A or B.S Degree required with an emphasis in Finance or Accounting strongly preferred
* Experience with Equity Edge Online and E\*TRADE brokerage platform a plus