



# Example of Stock Manager Job Description

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Our company is searching for experienced candidates for the position of stock manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for stock manager

- Support the visual, merchandising and operations of the store in regards to the movement of fixtures, furniture, merchandise, props
- Responsible for preparation and processing of US payroll (non-exempt employee hours), including validation of all inputs to employee payroll files, generation of W-2s and all related accounting and reconciliation processes
- Responsible for preparing month-end payroll journal entries
- Process/administer all of the company's equity programs (options), maintain daily recordkeeping of equity data (grants, cancellations and exercises) using Equity Edge system and ensure that transactions are correctly processed and settled in a timely matter
- Maintain Equity Edge database and ensure accuracy at all times
- Process disqualifying disposition information throughout the year and provide appropriate tax information to all stock plan and ESPP participants as needed
- Perform reconciliations of data between HR, Payroll and transfer agent
- Serve as liaison between HR, Legal, transfer agent and stock administration service providers for all equity plan and shareholder related matters
- Develop standards for the SKU portfolio, for SKU creation and discontinuation and ensure performance tracking and periodic reporting (dash-boards) to stakeholders and senior management
- Set strategic direction and priorities for the Stock Administration team

## Qualifications for stock manager

- Deep knowledge and experience with all facets of a major third-party equity software platform (experience with Fidelity's stock plan platform preferred)
- BS/BA Degree in Finance or Accounting, CEP strongly preferred
- An ability to accommodate tight deadlines in a fast-paced environment
- Five years of operations management experience required, preferably in a perishable processing environment
- General business knowledge in manufacturing, operations, or food processing