

Stock Administrator

Description

About the Role: The Stock Administrator will manage and administer our company's equity programs. This role requires high accuracy, confidentiality, and a thorough understanding of equity compensation plans, compliance, and reporting requirements. Equity Plan Administration Manage the day-to-day administration of the company's equity plans, including incentive stock options (ISOs), restricted stock units (RSUs), performance grants, and employee stock purchase plans (ESPP). Ensure compliance with company policies, accounting standards, and regulatory requirements. General Equity Management Maintain accurate records of equity transactions, including equity fundraising, grants, exercises, and cancellations, and ensure accuracy of Cap Tables. Serve as the primary point of contact for the company's shareholder agreements relating to the transfer of equity. Manage the recordation of equity transfers on the company's equity management platform and work closely with Legal to ensure compliance with relevant shareholder agreements. Compliance and Reporting Prepare and file required documentation with regulatory bodies, ensuring all filings are accurate and timely. Serve as a subject matter expert of ASC718 and coordinate with internal and external auditors to provide necessary documentation and support during audits. Generate reports and analyses on equity compensation, including dilution, expense forecasting, and financial statement disclosures. Calculate quarterly and annual weighted average basic and diluted shares for EPS. Employee Support Serve as the primary point of contact for employee inquiries related to equity compensation. Provide clear and accurate information to employees about their equity awards, including vesting schedules, tax implications, and transaction processes. Conduct training sessions and create educational materials to help employees understand their equity compensation. System Implementation and Maintenance Lead cross-functional teams to research the next stock administration system, managing the implementation and transition process. Maintain and update the equity administration system to ensure data integrity and accuracy. Cross-Functional Collaboration Work closely with HR, Legal, Finance, Tax, and Payroll teams to ensure the seamless integration of equity administration with other business processes. Participate in the design and implementation of new equity programs and initiatives. Qualifications: Bachelor's degree in finance, Accounting, or related field. 8 plus years of experience in stock administration, equity compensation, or a related role. Strong understanding of equity compensation plans, including stock options, RSUs, and ESPP, performance grants Proficiency in equity administration software, such as E*TRADE, Fidelity, Shareworks, and other similar platforms, as well as Microsoft Office Suite, particularly Excel. Excellent organizational skills and attention to detail. Strong analytical and problem-solving abilities. Ability to handle confidential information with discretion. Excellent communication skills, both written and verbal. CEP (Certified Equity Professional) designation is a plus. Our compensation reflects the cost of labor across several US geographic markets. The base pay for this position ranges from \$125,000-\$150,000. Pay is based on a number of factors including market location and may vary depending on job-related knowledge, skills, and experience. Hybrid Workplace Successful candidates will be expected to attend onboarding training at our NJ Headquarters within their first several weeks of employment, with subsequent quarterly travel requirements of 1 week duration. If you reside within a 30-mile radius of our New Jersey, New York, or Philadelphia offices, we're excited for you to join us at the office at least three times a week, recognizing the significance we place on fostering connections, collaboration, and creativity within our office culture. Our commitment to operating as a hybrid workplace underscores our dedication to enabling our employees to tailor their work-life balance to their

Hiring organization

CoreWeave

Job Location

Roselle, New Jersey, United States

Base Salary

\$ 95000 - \$ 200000

Date posted

June 7, 2024

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Contacts

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