

## 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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