

**REQ. #:** 57990

**Job Title:** Senior Stock Administrator

**Department::** Legal

**Location:** California - Redwood City

**To Apply:** Submit your Application at: <https://jobs.ea.com/search/view.do?id=a0z500000014rYbAAI>

**Description:** ENTERTAINING IS OUR PASSION

We're EA—the world's largest video game publisher. You're probably familiar with many of our titles—Madden, FIFA, The Sims, Need for Speed, Dead Space, Battlefield, and Star Wars, to name but a few. But maybe you don't know how we're committed to creating games for every platform—from social to mobile to console—to give our consumers that Anytime, Anywhere access they demand. What does that mean for you? It means more opportunities to unleash your creative genius, be inspired by those leading their fields, and ignite your path in any direction you choose.

#### **Role Overview**

Electronic Arts Inc is seeking an experienced Senior Stock Administrator to work with an exciting equity team to administer our worldwide company stock plans and to liaise with our employees, transfer agent and internal groups, such as Human Resources, Accounting, Global Audit and Tax.

Responsible for the administration of Equity Incentive Plans for U.S. and International participants in over 30 countries worldwide which includes:

- Process monthly stock option and RSU grants
- Process stock option exercises
- Process semi-annual stock purchases
- Section 16 SEC Compliance/Reporting (process forms 3, 4 and 5)
- Provide reports regularly and as requested to internal and external auditors, tax, payroll, finance/accounting, HR and other business partners
- Prepare annual reports for UK filings and other regular international finance reporting requirements.
- Maintain integrity of data in Equity Edge Database
- Employee Communication and Education including presentations, addressing employee inquiries, creating training/educational materials and maintaining the internal Stock Administration Portal
- Work closely with brokers and vendors to ensure quality stock plan services.
- Manage data internally, including inbound and outbound feeds to vendor systems and internal employee self-service tools (i.e. online grant acceptance and ESPP enrollment tools).
- Cross Train with other team members in all aspects of daily stock administration including Monthly RSU Releases, Global Mobility Tracking, YTD tax imports, ESPP disposition updates, financial reporting.

Whats does EA look for?

- 4+ years comprehensive experience in equity incentive plan administration with U.S. and international participants.
- BA / BS in Accounting, Finance or Business preferred
- CEP Certification preferred or in the process of completion.
- Demonstrated proficiency in day-to-day administration of Equity Incentive Stock plans and Employee Stock Purchase plans. Includes processing option exercises, grant preparation, interface with captive brokers, payroll and finance.
- Demonstrated customer service and organizational skills and the ability to multi task.
- Demonstrated research, troubleshooting, analytical and problem solving skills
- Capacity to be a flexible & collaborative team member, while staying focused to deliver results.
- Capacity to learn new skills and knowledge on an independent level to enhance personal development
- Ability to communicate with employees of all levels (including executive management and Board of Directors) and explain stock option, RSU and ESPP information.
- Advanced knowledge of and experience working with Equity Edge.
- Advanced Microsoft Excel, Access, PowerPoint and Mail Merge skills.