

Equity Programs Analyst

Facebook is seeking an Equity Program Analyst to join our team. This is a full time position located in our Menlo Park office.

Responsibilities

- Provide excellent customer service to all levels of employees
- Manage relationship with and train HR Rep providing support to department Work with service providers to resolve issues relating to stock programs
- Generate stock plan statements and communication materials as needed
- Maintain stock administration database
- Audit and ensure accuracy of new stock grant list
- Process stock option exercises
- Track disqualifying dispositions
- Process RSU releases
- Process Insider (Section 16 or company-designated) stock transactions
- Process LOAs and Terminations
- Provide reports regularly and as requested to internal and external auditors, payroll, finance and HR departments, and other business partners
- Track restricted stock outside of stock administration system
- Support employee education programs and ongoing employee communications
- Assist with implementation of global mobility tracking program
- Participate in other projects ad hoc

Requirements

- Degree in business administration, finance or related field preferred
- 2 + years experience administering stock option, restricted stock, and ESPP plans at a medium to large publicly traded company, preferably a high-tech company
- CEP Level I preferred
- Familiarity with Rule 701 and 144
- Proficient in equity administration applications, particularly Equity Edge and EquiView
- Proficient with Microsoft Office applications – especially Excel and Word
- Familiarity with SEC regulations, taxation, payroll, and accounting rules as they relate to stock programs in the U.S.
- General familiarity with requirements/constraints for stock programs in countries outside of the U.S. (labor or data privacy laws, foreign exchange controls, transactional restrictions, etc.)
- Experience with Sarbanes-Oxley audit controls
- An understanding of and adherence to confidentiality
- Ability to multi-task and manage priorities under tight deadlines
- Excellent written and oral communication skills
- Demonstrated ability to work effectively as part of a team

To apply, please click on the following

link: <https://www.facebook.com/careers/department.php?dept=legal&req=a2KA000000Ljy5MAC>