

**Job Title: Stock Administrator**

**Department: Accounting**

**Reports To: Controller**

**To Apply:** <http://tbe.taleo.net/NA6/ats/careers/requisition.jsp?org=PCYC&cws=1&rid=166>

**Key Responsibilities:**

- Responsible for maintaining Equity Edge database and the integrity of all stock option data.
- Process all new grants, option exercises or terminations, ESPP purchases with an understanding of the relevant accounting, tax and legal requirements.
- Responsible for all stock-based compensation, including the valuation of equity instruments, preparing the quarterly expense analysis and forecasting the future impact to the Company.
- Perform monthly/quarterly share and option reconciliations.
- Prepare equity reports for SEC filings including 10Qs, 10Ks and Proxy statement.
- Support and prepare requests from external auditors.
- Maintain and ensure SOX and internal policy compliance.
- Manage the relationship and interface with outside brokerage firm and transfer agent.
- Prepare and distribute employee communications; and respond to inquiries from employees, directors, etc.
- Monitor and ensure compliance with company's securities trading policies, including tracking holdings and equity grants of directors and officers, and preparing and filing Form 4 and other Section 16 reports with SEC and maintain related files within required timelines.
- Enhance and document equity-related procedures, policies and controls.
- Remain current on regulatory developments and changes for stock administration.

**Position Requirements:**

- Bachelor degree in accounting/finance/business; and a Certified Equity Professional (CEP) designation is preferred.
- 5+ years of experience in stock administration with a public company is required.
- Proficiency in using Equity Edge platform.
- Strong understanding of GAAP (FAS 123R/ASC718) and relevant SEC regulations.
- Should have excellent analytical skills and advanced Excel skills.
- Strong attention to details and accuracy.
- Must have excellent communication skills –oral and writing.