

**Position Title:** Junior Stock Plan Administrator

We are looking for a strong personality to join the company in our Stock Plan Administration Dept. The position requires an individual who is self-motivated who can perform a variety of responsibilities that encompass this diverse role.

The person must have a good knowledge in most aspects of the laws and regulations of Equity Compensation for a global company. This includes Equity Compensation securities laws, tax laws, the financial reporting requirements for equity and related accounts, and a general knowledge of the new accounting regulations in order to properly manage and perform the basic responsibilities of our client's equity plans.

**Skills and qualifications required:**

- Coordinate the processing of option grants, exercises, transactions
- Process restricted stock awards and issuances, the release and tax payments
- Disqualifying and qualifying dispositions tracking and reporting
- ESPP enrollment, purchase and distribution
- Reconciling equity and related accounts
- Financial reporting at month-end, quarter-end and year-end
- Run reports for FAS 123(R) quarterly valuation and expense reporting
- Accurate database maintenance
- Transfer agent and brokerage firm liaison
- Service provider liaison
- Answer our client's employee questions and resolve problems regarding equity programs

**Job requirements:**

- 2+ years experience in corporate stock plan administration or a related field
- Experience should include equity compensation for a global, public corporation
- Must have experience in Options, ESPP, and RSAs
- Prefer software application experience with Equity Edge, EASi or Transcendive
- Finance and/or accounting background, education, or experience is preferred
- Take charge person that can handle a variety of tasks and responsibilities
- Must be organized and efficient
- Must have excellent English written and oral communication skills
- Certified or working toward a Certified Equity Professional (CEP) designation
- Must have a bachelor's degree or equivalent experience
- Must know Excel, Word, and PPT proficiently

**The compensation will be commensurate with experience.**

**Please contact:** Remie Nguyen, Director of Operations, to apply.

Respond via email: to [remie@equity-strategies.com](mailto:remie@equity-strategies.com) or

mail your resume to:

FRS Equity Strategies

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