



**Position:        Manager, Payroll and Equity Administration**

**Reports to:     Senior Director, Accounting & External Reporting**

### **Summary**

The Manager, Payroll and Equity Administration will serve as the primary lead for the Company's payroll and equity programs. This is a hands-on critical role that will manage and process all payroll and equity transactions on a timely basis and be responsible for the overall processes.

### **Specific Responsibilities:**

- Manage all domestic multi-state payroll operations related to employee compensation and benefits. This includes processing of US semi-weekly payroll for exempt and non-exempt employees, researching discrepancies and identifying and resolving payroll-related issues
- Coordinate with HR to keep all payroll records accurate and up to date
- Perform monthly payroll close duties, including reviewing the preparation of period-end accruals and monthly journal entries for all payroll and benefits, including preparation of reconciliations of payroll and benefit accounts
- Provide formal and ad-hoc analysis of payroll, benefits, and headcount
- Maintain compliance with all Federal, State and local payroll tax laws
- Process income from equity awards (NQ Option, ISO's, RSU's, ESPP, etc.) in US through payroll
- Process out of cycle/ad hoc payments of employees and production and issuance of manual checks or electronic transfers to bank accounts
- Ownership of all payroll processes and procedures including analysis, design & implementation of changes to ensure continuous improvement in accuracy and efficiency, best practice operations and compliance with company policies.
- Produce audit reports to validate payroll data integrity meeting SOX requirements.
- Support annual Financial Statement audit, 401K audit, Workers Comp audit, and other audits as required
- First point of contact to respond to employee inquiries and requests regarding payroll and equity matters in a timely manner
- Manage annual preparation and delivery of Form W-2s and 1099s
- Process all participant equity plan transactions (grants, exercises, terminations, leaves, etc.) in the system and inform the transfer agent in a timely manner
- Daily processing of the Company's equity transactions, including stock option exercises and restricted stock unit releases
- Manage ESPP payroll calendar and communications in preparation for semi-annual purchases
- Set-up ESPP offering periods in system and process purchases under the program.
- Set-up black-outs for accounts in system to prevent unapproved exercises or other transactions and un-block participants as needed
- Maintain valuations for fair valuing stock options
- Excellent documentation skills to thoroughly document procedures for SOX compliance
- Collaborate on preparation of content for employee education (new hires; ongoing education)
- Continuously expand knowledge of other areas of equity plans administration

- Work with cross-functional stakeholders to implement process improvements for daily operations and partner with Legal and HR teams
- Continuously identify and develop solutions for process efficiency and improved productivity
- Contribute to team initiatives and projects

**Qualifications / Requirements:**

- 8+ years of experience processing multi-state payroll
- Hands on experience with ADP Workforce Now (WFN) and Equity Edge Online
- Highly analytical with strong working knowledge of general payroll protocols, accounting principles and Federal, State and local regulations
- Advanced skills and demonstrated expertise supporting best practice payroll processes, systems, policies and key internal controls
- Excellent interpersonal and communication skills able to work effectively with executives, staff and manage external service providers
- Team player who thrives on working hard with like-minded colleagues in a very collaborative environment
- Able to maintain total confidentiality and discretion
- Curious individual with willingness to learn
- Excellent attention to minute details

**Preferred Experience, Special Skills, Knowledge:**

- Bachelor's Degree in Accounting, Finance or Business and/or equivalent combination of education and experience
- CPP/CEP certification

**About Aimmune Therapeutics, Inc.**

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's lead investigational drug for peanut allergy, AR101, is in Phase 3 clinical testing in North America and Europe. Headquartered in the heart of San Francisco's biotechnology hub, Brisbane, California, Aimmune has additional offices in the Kings Cross area of London, and in Raleigh, North Carolina.

**Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources ([careers@aimmune.com](mailto:careers@aimmune.com)) with the job title in the subject line.**

Aimmune Therapeutics is an Equal Opportunity Employer.

Principals only; no recruiters please.