



Job Description

Payroll and Stock Plan Manager
Vaxcyte, Inc.

September 2020

Company Profile:

Vaxcyte, Inc. (Nasdaq: PCVX) is a next-generation vaccine company seeking to improve global health by developing superior and novel vaccines designed to prevent some of the most common and deadly infectious diseases worldwide. Our exclusively licensed cell-free protein synthesis platform and our proprietary know how enable us to design and produce optimized protein carriers and antigens, the critical building blocks of vaccines, in ways that we believe conventional vaccine technologies cannot. Our pipeline includes pneumococcal conjugate vaccine, or PCV, candidates that we believe are the most broad-spectrum PCV candidates currently in development, targeting the \$7 billion global pneumococcal vaccine market. Our lead vaccine candidate, VAX-24, is a preclinical, 24-valent broad-spectrum pneumococcal conjugate PCV with preclinical proof-of-concept demonstrating potential to replace the standard of care that we expect to advance into clinical trials in the second half of 2021. Our pipeline also includes VAX-XP, a PCV with an expanded breadth of coverage of at least 30 strains, including newly emerging strains responsible for invasive pneumococcal disease and antibiotic resistance; VAX-A1, a prophylactic vaccine candidate designed to prevent Group A Strep infections; and VAX-PG, a therapeutic vaccine candidate designed to slow or stop the progression of periodontal disease by targeting the keystone pathogen responsible for this chronic, oral inflammatory disease. We completed our initial public offering in June 2020, raising \$287.5 million in gross proceeds.

Summary:

Vaxcyte is seeking a highly energetic and self-motivated individual to join our growing Accounting and Finance Team. The Payroll and Stock Plan Manager is responsible for all aspects of payroll and stock administration. The ideal candidate is one who has a can-do attitude, a customer-centric approach to his or her work with vigor and determination and has demonstrated the ability to deliver results in a high-growth environment. In addition, we are looking for a candidate who is flexible and has a passion for innovation and improvement in processes. A successful candidate is one who has great attention to details, but does not lose sight of the big picture.

Essential Functions:

- Process/administer all of the company's equity programs (Equity Incentive Plans and ESPP), maintain daily recordkeeping and ensure that transactions are correctly processed and settled in a timely manner
- Maintain equity database integrity and ensure accuracy of record keeping
- Manage all equity transactions, including but not limited to:
 - new equity awards and distribution of online grant agreements;
 - stock option exercises, cancellations and forfeitures;
 - potential future restricted stock units and awards;
 - potential future performance-based grants; and
 - contributions, distributions and purchases for ESPP
- Manage open enrollment process for ESPP
- Ensure proper taxation is applied to all equity transactions
- Prepare monthly, quarterly and annual reconciliations of records between Stock Administration and General Ledger, HR, Payroll, transfer agent, etc.
- Coordinate between external and internal partners on 10b5-1 plans and SEC filings (Section 16-related Forms 3, 4, and 5). Prepare tables and disclosures for the proxy statement and annual 10-K and quarterly 10-Qs

- Perform quarterly and annual ISO disqualifying disposition reporting
- Prepare and distribute year-end tax statements for all equity transactions
- Prepare slides related to equity for Compensation Committee meetings
- Serve as liaison between HR, Legal, transfer agent and stock administration service providers for all equity plan and stockholder related matters
- Partner with Legal in managing trade clearances and trading windows
- Prepare and process all aspects of payroll, including generating W-2s and processing benefits (health insurance, 401K, FSA, stock compensation, etc.)
- Monitor tax withholding submission requirements to taxing authorities outside of payroll cycles (e.g. tax withholding > \$100,000 for stock compensation)
- Prepare all month-end close journal entries and reconciliations related to Equity and Payroll
- Automate and improve processes for payroll and stock administration for scalability
- Maintain compliance with all company policies and procedures, including SOX controls, and all federal, state and local payroll tax laws
- Perform equity and payroll process SOX controls and participate in walkthrough and control testing
- Prepare schedules for external audits and various other regulatory audits (401K, Workers' Compensation, etc.)
- Provide employee education and respond to inquiries and requests regarding payroll and stock matters
- Assist with providing various equity-related reports for accounting, tax and audit purposes
- Assist with special projects as needed, including ERP and other accounting- related implementations and upgrades

Requirements:

- Degree in Accounting or equivalent experience
- Minimum 3 years of stock administration experience with Certified Equity Professional (CEP) preferred; public company experience required
- Minimum 5 years of full-cycle payroll experience with Certified Payroll Professional (CPP) preferred
- Knowledge and experience preparing and filing Forms 3, 4 and 5 and preparing information for proxy statement and other regulatory reporting
- Experience with U.S. federal and state taxation relating to equity compensation and general knowledge of global taxation of equity compensation
- Extensive skills and experience in working on and maintaining data integrity in Equity Edge on-Line (EEO)
- Experience with ADP WorkforceNow preferred
- Strong Excel skills
- Ability to manage multiple tasks under strict deadlines with meticulous attention to detail
- Positive work ethic and organizational skills with a high attention to detail and unquestionable integrity and personal ethics
- A collaborative team player with the ability to partner with internal and external contacts at all levels
- Ability to work independently and as a part of a team, shift focus and adapt to changing priorities
- Exceptional customer service

- Ability to manage highly confidential information with professionalism and unquestionable integrity
- Demonstrated ability to thrive in a dynamic and fast-paced environment
- Exceptional written and verbal communication skills with proven ability to effectively communicate complex stock plan matters to employees at all levels
- Strong analytical and organizational skills

Reports to: Controller

Location: Foster City, CA

Compensation: The compensation package will be competitive and includes comprehensive benefits and an equity component.

Send resumes to: careers@vaxcyte.com

Vaxcyte, Inc.
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