



Evofem Biosciences, Inc., (NASDAQ: EVFM) is a commercial-stage biopharmaceutical company committed to developing and commercializing innovative products to address unmet needs in women's sexual and reproductive health. Evofem Biosciences aims to advance the lives of women by developing innovative solutions, such as woman-controlled contraception and potential protection from certain sexually transmitted infections (STIs). The Company's first commercial product, Phexxi™ (lactic acid, citric acid and potassium bitartrate), is approved in the United States for the prevention of pregnancy. The Company is advancing EVO100 for the prevention of urogenital transmission of both Chlamydia trachomatis infection (chlamydia) and Neisseria gonorrhoeae infection (gonorrhea) in women.

We are a growing team based in San Diego, CA. Our sole purpose is also our soul purpose: to improve the lives of women. We are committed to discovering and developing innovative healthcare solutions that put women first.

## **Payroll Manager & Stock Plan Administrator**

### **Job Summary:**

Responsible for semi-monthly payroll processing for a growing, multi-state organization including new hires, terminations, bonuses, leaves of absence (LOA), relocations, direct deposits, wage garnishments, vacation/sick accruals, tax changes, healthcare premium deductions, flexible spending account deductions, , ESPP deductions, and 401(k) deductions.

Responsible for daily stock plan administration, including equity award data entry to the stock plan administration platform, processing restricted stock releases, stock option exercises and ESPP purchases and provide education/information for the ESPP enrollment and monitoring 10B5-1 plans.

Manages third party payroll related vendors, ensures compliance in all areas of payroll and stock plan administration and works directly with employees to resolve outstanding payroll and equity award inquires. This position will work very closely with the Human Resources and Accounting and Finance teams to ensure compliance with payroll processes.

### **Job Responsibilities:**

- Prepares and coordinates all facets of semi-monthly payroll processing for up to 200 employees in multiple states utilizing Paylocity.

- Interprets company pay policies, e.g., vacation, LOA, disability, workers comp, government regulations, withholding exemptions and ensures appropriate deductions are calculated and applied in a multi-state payroll environment.
- Acts as first point-of-contact for employees with payroll and equity award related concerns and/or questions.
- Proactively identifies and resolves payroll discrepancies and determines most appropriate method of communication to employees.
- Critically reviews and analyzes current payroll policies, including payroll tax implications, to recommend and implement changes leading to best-practice operations.
- Ensures that payroll and stock plan administration operations are conducted in accordance with Sarbanes-Oxley internal controls and performs corresponding process controls.
- Maintains a high level of confidentiality at all times related to compensation information.
- Manages 3rd party payroll-related vendor relationships.
- Reviews and reconciles quarterly and annual, federal and state, payroll tax returns. Reviews and distributes annual W-2s.
- Generates and distributes annual 3921 and 3922 tax forms.
- Provides documentation for payroll, 401k, and benefit audits; assists with annual 401k 5500 non-discrimination testing.
- Maintains payroll files and records in accordance with company and regulatory requirements.
- Preparation, administration and auditing of payroll for all hourly and salaried employees.
- Oversee and manage company's payroll state tax registrations, including registrations in new states.
- Oversee monthly, quarterly and year end payroll processing and ensure that the Company meets all regulatory compliance requirements.
- Maintain payroll personnel records, ensuring compliance with audit and privacy legislation requirements.
- Works closely with the Finance team to prepare the salary, vacation and bonus related journal entries and reconciliations. Presents information to employees regarding the ESPP enrollment.
- Process all equity related transactions, including releases, exercises, and ESPP purchases.
- Prepares relevant weekly, monthly, quarterly and year-end reports.
- Other duties as assigned.

### **Competencies:**

- Effective interpersonal skills to resolve confidential and often sensitive issues related to compensation with employees.
- Clear written and verbal communication skills to ensure understanding of specific payroll matters.
- Work effectively in a collaborative, team environment.
- Ability to work in a fast-paced environment with a sense of urgency.
- Strong analytical and problem-solving skills.
- Strong attention to detail.
- Positive work ethic for a growing team environment.

**Supervisory Responsibility:**

- None.

**Education and Qualifications:**

- 5-7 years related experience in payroll processing for a publicly traded company with a focus on multi-state operations.
- Minimum 1-3 years of stock administration related experience is required.
- Certified Payroll Professional (CPP) is preferred.
- Strong understanding of Federal and multi-state wage and hour regulations and payroll tax filing procedures.
- Thorough understanding of the payroll aspects of stock-based compensation, 401(k) plans, and deferred compensation plans.
- Payroll subject matter expertise to advise the company, including knowledge of best practices regarding reimbursement of relocation expenses, taxable fringe benefits and auto allowances.
- Sarbanes Oxley (SOX) compliance experience preferred.
- Proficient computer skills in Microsoft Word and Outlook. Strong Excel skills required.
- Experience with Paylocity HR & Payroll, Time & Labor and Equity Edge Online preferred.
- Experience implementing a new payroll system also preferred.

**Travel:**

- Occasional travel may be required.

*Evoform Biosciences provides a competitive salary and generous benefits package including medical, dental, vision coverage, 401k, paid vacation and Holidays.*

*Evoform Biosciences is an Equal Opportunity Employer*

*\*No agencies please\**