



Job Title – Manager, Payroll and Equity Administration

Location – Onsite San Diego

LENZ Therapeutics is a late-stage clinical company developing innovative ophthalmic pharmaceutical products that improve vision, proudly based in San Diego. LENZ employees are united in a mission to improve and sustain vision. We are passionate and creative about applying scientific innovation to meet the needs of the millions of people worldwide who suffer from Presbyopia and other ophthalmic maladies. We focus on the development and commercialization of new therapies to bring our mission to life for patients every day.

We are committed to providing an engaging, rewarding work experience that reflects the passion our employees bring to our mission to improve and sustain vision. Our company fosters a diverse and inclusive culture where our employees are encouraged to learn, grow, and innovate, while making a meaningful difference for millions of people around the world.

LENZ provides equal employment opportunities to all employees and applicants.

Overall Purpose: The Manager, Payroll and Equity Administration, will report initially to the VP, Finance and will have responsibility for all aspects of payroll administration and management, 401(k) account reconciliation and contributions management, equity incentive plan related activity, internal controls, tax reporting and compliance protocols. We are seeking a meticulous accounting professional who can evolve with the role in a stage of rapid growth for the Company. The role will have high visibility to management, will work closely with our HR function, and will be a crucial member of our high-performing accounting organization.

Key Responsibilities of the Role:

- Responsible for semi-monthly and off-cycle payroll processing in Coastal Payroll.
- Prepare monthly payroll and equity-related journal entries and account reconciliations.
- Prepare quarterly and annual share-based compensation expense schedules, including budgeting, forecasting, and analytical analysis.
- Prepare equity-related financial statement disclosures for quarterly and annual SEC Reporting as well as the monthly capitalization table.
- Support implementation and maintenance for the Employee Stock Purchase Plan (ESPP), including enrollment and share purchases under the Plan. Liaise with E*Trade to prepare, review and distribute 3921s and 3922s.
- Maintain E*Trade/Equity Online databases – including input of new hires, terminations, employee grants, exercises and cancellations and management of supporting documentation.



- Maintain 401(k) plan activities in coordination with recurring payroll processes, Company 401(k) policies (e.g. employer match), and IRS regulations in conjunction with Finance leadership, HR and our retirement broker.
- Prepare Black-Scholes assumptions for new option grants and input into E*Trade.
- Address employee and business partner inquiries related to equity transactions and ESPP participation, with support from Finance leadership and HR.
- Stay abreast of regulatory, federal, state and local tax changes and industry best practices in equity administration and payroll accounting, providing insights and recommendations.
- Execute controls and procedures to mitigate risks associated with equity and payroll transactions, ensuring compliance with policies and regulations.
- Drive process improvement initiatives to optimize workflows and systems in equity and payroll operations, including supporting payroll accounting and equity platform projects.

Qualification Requirements:

Expertise:

- Proficiency in Coastal Payroll, E*Trade/Equity Edge Online, Fidelity PSW and NetSuite systems preferred.
- Strong analytical skills with the ability to interpret complex payroll and equity data, identifying trends, anomalies, and areas for improvement.
- Effective communication and interpersonal skills, with the ability to collaborate across teams and interact with external stakeholders.
- Detail-oriented mindset with a focus on accuracy, compliance, and data integrity.
- Advanced proficiency in Microsoft Excel and other relevant software applications for data analysis and reporting.
- Proactive problem-solving ability and a willingness to learn.
- Experience working in companies with 100+ employees; experience in a company with a decentralized sales force is preferred.

Education and Experience:

- Bachelor's Degree in Accounting or Finance
- Equity Compensation Associate (ECA) or Certified Equity Professional (CEP) preferred
- Certified Payroll Profession (CPP) preferred with experience with multi-state employee populations
- 6+ years of experience in payroll accounting, equity administration, or related roles, with exposure to equity financial reporting requirements.



Physical Demands and Work Environment

Typically works in an office environment. May, on a continuous basis, sit at desk for a long period of time, intermittently answer telephone and write or use a keyboard to communicate through written means. Some walking and lifting up to 20 lbs. may be required. The noise level in the work environment is usually low to moderate. Must be flexible to work varying schedules and hours as needed. Frequent out-of-town travel will be required. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range

- \$XXX,XXX - \$XXX,XXX