



**Payroll Associate
Job Code 329JC**

Description

Fate Therapeutics is seeking a payroll professional to be responsible for processing bi-weekly payroll for a fast-growing public biopharmaceutical company. Successful candidates will have experience in managing the payroll administration of new hires, terminations, bonuses, leaves of absence (LOA), vacation accruals, payroll tax changes, benefit deductions, flexible spending account deductions, equity exercises, and 401(k) deductions. This position will be responsible for management of third party payroll and benefit related vendors, ensuring compliance in all areas of payroll while working directly with employees, HR and the Finance team. This is a full-time position reporting to the Accounting Manager and is located at our corporate headquarters in San Diego, California.

Responsibilities

- Able to work independently in a fast-paced and high-volume setting
- Using ADP Workforce Now, process bi-weekly payroll along with performing daily activities related to payroll
- Verifies and processes all payroll-related changes including, but not limited to new hires, terminations, LOA's, salary changes, benefit changes, equity, timecards, etc.
- Set up of new hires and maintenance of employee information in ADP Workforce Now, Fidelity, Plansource & Concur Expense Reporting
- Process off-cycle payrolls as needed for final paychecks
- Respond to employee questions regarding pay, paid time off, and other related items
- Work closely with HR to coordinate employees on LOA, new hires, terminations, and other changes as needed
- Assists in equity administration (processing of grants and transactions) as required
- Assists in preparation of financial statement audit requests
- Assists accounting team in quarterly closes as needed
- Provides payroll related reports and ad hoc requests
- Maintains organized payroll files and employee files
- All other tasks as assigned

Qualifications

- Associates degree or higher preferred
- Must be familiar with Federal and California payroll laws
- Minimum of 2 years of payroll processing experience
- Experience with large payroll systems, preferably with ADP Workforce Now
- High attention to detail, professional attitude and reliable
- Strong organizational skills
- Ability to maintain strict confidentiality of compensation data
- Proficient with Microsoft Excel
- Proficient with Adobe PDF
- Strong communication skills and ability to work with others as well as independently

**Working Conditions and Physical Requirements**

- 100% on-site work at corporate headquarters in San Diego, CA
- Evening and weekend work as necessary

The preceding job description indicates the general nature and level of work performed by employees within this classification. Additional and incidental duties related to the primary duties may be required from time to time.

For consideration send cover letter and resume to: careers@fatetherapeutics.com and reference job code 329JC.

About Fate Therapeutics, Inc.

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for cancer and immune disorders. The Company has established a leadership position in the clinical development and manufacture of universal, off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology product candidates include natural killer (NK) cell and T-cell cancer immunotherapies, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens with chimeric antigen receptors (CARs). The Company's immuno-regulatory product candidates include ProTmune™, a pharmacologically modulated, donor cell graft that is currently being evaluated in a Phase 2 clinical trial for the prevention of graft-versus-host disease, and a myeloid-derived suppressor cell immunotherapy for promoting immune tolerance in patients with immune disorders. Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit www.fatetherapeutics.com.