

## **Accounting Manager/Senior Accountant**

Trevi Therapeutics, a late-stage biotech Company based in New Haven, CT seeks an energetic, versatile and detail-oriented accounting professional to assist its Controller with day-to-day finance department & accounting operations, including periodic financial reporting. This is a great opportunity for professional development and to take that next step up in your career progression as you grow with the Company.

### **Responsibilities:**

- Managing payables (currently in a QuickBooks environment), including coordinating with the Company's clinical operations group and other support staff, on the review & approval of vendor invoices, through payment by check and on-line bank wire transactions.
- Managing the Company's payroll utilizing an outside payroll and benefits provider for bi-weekly payroll processing.
- Completion of the monthly Accounting Close, including all journal entries, account reconciliations, and review of operating budget-to-actual variances, with appropriate follow-up with the Company's operations managers.
- Work closely with the Controller in preparing full GAAP financial statements & interacting with auditors in support of their yearly independent audit and quarterly reviews.
- Manage the Company's stock-based compensation system from both an accounting and recordkeeping perspective.
- Familiarization with the Company's service contracts pertaining to its clinical studies, as these are integral to daily operations, and vendor relations & oversight.

### **Qualifications:**

- Bachelor's degree in Accounting
- Minimum of 3-5 years of experience in private industry and/or public accounting
- Hands-on experience with performing the monthly accounting close and managing vendor payables along with processing vendor payments through online banking tools
- Must be deadline driven, detail-oriented, organized and productive in a fast-paced, highly interactive environment with a positive, can-do attitude
- Hands-on experience with SEC reporting and SOX compliance
- Extra credit for prior experience in a life sciences company, along with experience using Quickbooks, ActiveDisclosure, Certent and TriNet, becoming SOX compliant through process design and documentation, GL system selection and implementation.

Our Company offers a very lively, highly team-oriented office environment. We also provide a competitive benefits package, including excellent health insurance options, a 401(k) savings plan with a Company paid match, Company paid parking, an employer stock purchase plan and an assortment of other benefit options. The Company also believes in incentivizing its employees with annual bonus eligibility and the potential for annual stock option grants. In addition, this position offers a substantial professional growth opportunity as the Company expands its clinical development pipeline and prepares for various financing transactions and commercialization of the Company's products under development.

If interested in this unique career opportunity, please forward your resume to [HR@TreviTherapeutics.com](mailto:HR@TreviTherapeutics.com) for consideration.