

Accounting Intern

Position Summary

Trevi Therapeutics, a late-stage biotech Company based in New Haven, CT seeks energetic, versatile and detail-oriented student majoring in Accounting to assist its Controller and Accounting Manager with day-to-day accounting department operations. The Intern will work on day-to-day financial tasks as well as ad hoc projects assigned by the department.

This position reports to the Controller and will be located in New Haven, CT. Ideal candidates would start in January 2022 and work through the end of summer 2022, with a potential for full-time employment in fall of 2022 based upon performance. However, Trevi will also consider candidates who are only available for 2022 summer and winter break employment. This is a part-time position with a minimum of 15 to 20 hours required per week.

Principal Responsibilities

Key responsibilities of this role include, but are not limited to:

- Assist the Accounting Manager in the entire payables process; including maintaining an internal controls invoice log, coordinating with the Company's clinical operations team and other support staff on the review & approval of vendor invoices, entering invoices into accounting software, and settling the invoices through payment via ACH, check, and online banking wire transfers.
- Assist with reviewing Travel and Expense (T&E) reports in the Company's T&E reporting system (Concur) for approvals and policy adherence.
- Assist with designing, implementing, maintaining, and testing of internal controls.
- Responsible for various aspects of the monthly Accounting Close, including preparation of analyses and 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 and Accounting Manager in preparing full GAAP financial statements & interacting with external auditors in support of their yearly independent audit and quarterly reviews.
- Assist with implementation of new accounting and other systems as the Company grows.

Qualifications

- Must be a U.S Person (Citizen or Permanent Resident)
- Must be currently enrolled in a college/university in a bachelors degree program in Accounting OR Finance entering your junior or senior year
- Must have a GPA of 3.0 or higher
- Aside from religious observances, must be available to work a minimum of 20 hours per week (Monday-Friday)
- Full COVID-19 vaccination is an requirement of this role. Trevi will adhere to all federal, state and local regulations and will obtain necessary proof of vaccination prior to employment to ensure compliance.

Trevi Therapeutics, Inc. is a clinical-stage biopharmaceutical company focused on the development and commercialization of the investigational therapy Haduvio to treat serious neurologically mediated conditions. Trevi is conducting a Phase 2b/3 clinical trial of Haduvio for the treatment of chronic pruritus associated with PN and a Phase 2 trial for chronic cough in patients with IPF. Trevi is also developing Haduvio for the treatment of levodopa-induced dyskinesia (LID) in patients with Parkinson's disease. These conditions share a common pathophysiology that is mediated through opioid receptors in the central and peripheral nervous systems.