

Staff Accountant

Trevi Therapeutics, a growing late-stage biotech Company based in New Haven, CT seeks an energetic, versatile and detail-oriented accounting professional to assist its Controller and Accounting Manager 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. This role is a full-time role with a hybrid schedule requiring at least three days in the office and two days remote.

Responsibilities:

- Assist the Accounting Manager in entire payables process, including coordinating with the Company's various departments on the review & approval of vendor invoices, entering the invoices into accounting system and then settling the invoices through payment by ACH, check and on-line bank wire transactions.
- Manage the Company's travel & expense reporting system including reviewing T&E reports for policy adherence.
- Responsible for various aspects of the monthly accounting close, including journal entries, account reconciliations, supporting schedules 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 the implementation of a new ERP system.
- Assist with designing, implementing, maintaining, and testing of internal controls.

Qualifications:

- Bachelor's degree in Accounting and/or in progress of achieving Bachelor's degree in Accounting is a plus but not required
- Associate's degree in Accounting required
- 1 year of experience in private industry and/or public accounting a plus
- Hands-on experience with performing the monthly accounting close and managing vendor payables along with processing vendor payments through online banking tools a plus
- Must be deadline driven, detail-oriented, organized, and productive in a fast-paced, highly interactive environment with a positive, can-do attitude along with a continuous improvement mindset
- Hands-on experience with SEC reporting and SOX compliance a plus
- Advanced excel skills including Vlookups and pivot tables
- Extra credit for prior experience in a life sciences company, along with experience using NetSuite, becoming SOX compliant through process design and documentation, and accounting system implementation
- Ability to work remotely if Covid protocols dictate working from home

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 employee stock purchase plan, paid vacation and sick time 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 for consideration.

Tasks, duties, and responsibilities as listed in this job description are not exhaustive. The company, at its sole discretion and with no prior notice, may assign other tasks, duties, and job responsibilities. Further, nothing contain herein should be constructed to create an employment contract.