

Accounting Internship

Position Summary

The primary objective is to support the Finance and Accounting functions with various Finance and Accounting projects and tasks. The selected candidate should be pursuing a major in Finance or Accounting and have attentiveness to detail, good computer skills, and excellent written and oral communication skills. The goal is to help the intern develop a working knowledge of Finance and Accounting functions.

This is a paid, 24–32 hours per week internship position with a hybrid schedule consisting of 3 days in-person in New Haven, CT and one day working remotely. This position reports directly to the Controller.

Principal Responsibilities

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

- Assist with the preparation of Accounting Process Documentation
- Participate in A/P Process including inputting of invoices
- Implementation of optical character recognition process for A/P
- Prepare spreadsheets and documents as directed
- Assist in creating and revising accounting policies including the T&E Policy
- Upgrading of Finance Training slide deck
- Assist with the implementation of the new equity management system
- Assist with formalizing of new forecasting process

Qualifications

- Intermediate computer software skills with MS Office (Word, Excel, Outlook, PowerPoint) OneDrive/SharePoint experience is a plus.
- Excellent organizational skills and an ability to prioritize effectively to deliver results within reasonably established timelines
- Ability to work independently and as part of a team
- Strong interpersonal skills including verbal and written communication are essential in this collaborative work environment

Education

- High school or equivalent
- Currently enrolled full-time in an undergraduate program. Candidate must be pursuing a degree in Accounting, Finance, or a related field

To Apply

- Please submit cover letter and resume to hr@trevitherapeutics.com by February 9, 2024.

Trevi Therapeutics, Inc. is a clinical-stage biopharmaceutical company developing the investigational therapy Haduvio™ (oral nalbuphine ER) for patients with chronic cough in idiopathic pulmonary fibrosis (IPF), refractory chronic cough (RCC), and prurigo nodularis. Haduvio is a dual κ -opioid receptor agonist and μ -opioid receptor antagonist that works both centrally in the brain as well as peripherally in the lungs and has the potential for a synergistic antitussive effect to treat chronic cough.