

# Assistant Controller

## Position Summary:

The Assistant Controller is a highly visible role that is responsible for the Company's accounting, financial reporting and internal controls requirements. This is a key position for the finance and accounting organization. The incumbent must thrive working in a fast-paced, innovative environment while remaining flexible, proactive, resourceful and efficient. They will report directly to the Corporate Controller and manage the Accounting Manager.

## Duties and Responsibilities:

### Financial Reporting

- Oversee, coordinate, and draft all key sections of Trevi's SEC filings (including Forms 8-K, 10-Q / K financial statements, footnotes, and Management's Discussion and Analysis, Proxy, and other required filings).
- Ensure the SEC 10-Q/K reports are fully tied out to supporting documentation, XBRL is reviewed, and each filing is timely.
- Provide guidance and drive implementation of new SEC reporting requirements.
- Ensure adherence to US Generally Accepted Accounting Principles (US GAAP).
- Investigate complex accounting matters and reporting issues and assist in preparation of technical accounting position papers.
- Collaborate with external auditors, investor relations and external legal groups to compile quarterly / annual earnings report information.
- Direct coordination with external auditors and consultants on a quarterly and annual basis.
- Support external audit and tax teams with documentation requests and inquiries.

### Internal Controls

- Work with Controller to:
  - Lead SOX compliance efforts, including documentation and direct coordination with external auditors and consultants.
  - Oversee all SOX controls related to financial reporting. Assess the design and functionality of internal controls over financial reporting, document any deficiencies, report to management and lead remediation.
  - Work closely with various departments, such as finance, IT, legal, HR, and operations to ensure compliance with SOX requirements.
  - Oversee management review controls of key areas (equity, financial statement close process and others).

### Other responsibilities

- Oversee the monthly, quarterly, and annual financial close process, ensuring timely and accurate reporting.
- Prepare monthly accruals for more complex clinical trials using clinical trial software.
- Oversee accounting for stock-based compensation and Earnings Per Share (EPS) calculations, and support of periodic stock option exercises.
- Prepare and review monthly and quarterly analytical reviews of consolidated and individual entity balance sheet and income statement accounts

- Collaborate cross-functionally with FP&A, Legal, and R&D teams to support financial decision-making.
- Develop talent and lead a superior, high-performing team.
- Support Finance team with special projects and ad-hoc reporting requests.
- Additional Duties as required.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and Experience:**

- Minimum of a bachelor's degree in Accounting, or other related field. CPA certification is a plus.
- Minimum of 5 years of accounting experience, preferably with a Big 4 accounting firm at the experienced senior or first year manager level or a combination of Big 4 accounting firm and experience at a public Life Sciences company.
- Prior experience working in a startup Pharmaceutical or Medical Device company is a plus.
- Working knowledge and relevant experience performing various aspects of SEC reporting and SOX 404 compliance required.
- Experience working with internal controls, deep knowledge of US GAAP requirements and Sarbanes-Oxley regulations required.
- Experience in technical accounting areas and the ability to research technical accounting topics, especially within stock-based compensation.

## **Competencies:**

- Able to read, comprehend, write, and speak English fluently.
- Must have excellent written and verbal communication and interpersonal, negotiation, and conflict resolution skills. Able to communicate complex information clearly and succinctly, both in writing and orally.
- Must be able to build relationships, work collaboratively, and influence across all levels of individuals throughout the organization and externally.
- Above average computer skills, including Microsoft Office (Word, PowerPoint, Outlook), Zoom and Internet. Proficiency in NetSuite strongly preferred.
- Must be highly proficient in Excel. Ability to create and work with high level Pivot Tables, Formulas, VLOOKUP's and build scenarios, sensitivities, etc.
- Must be highly detail-oriented and have excellent organizational and time management skills. Ability to multi-task, manage and prioritize various and differing projects, as well as work effectively toward numerous deadlines.
- Strong analytical and problem-solving skills, and the ability to plan work strategically, identifying areas of training and continuous improvement.
- Ability to work independently and in a team environment as well as with external partners and vendors.
- Model of integrity, professionalism, and confidentiality. Recognized leader and change agent within the organization.
- Leadership experience with the ability to mentor and develop accounting team members.

## **PHYSICAL AND VISUAL REQUIREMENTS:**

While performing the duties of this job, the individual is regularly required to use computers and office equipment, manipulate documents, and work in an office environment. This position requires the ability to work a hybrid schedule consisting of 3 days in the office and 2 days remote. The individual may experience prolonged periods of sitting. The employee may occasionally move materials up to 15 pounds.

### **Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Trevi reserves the right to modify, change or add to the position's job duties and responsibilities as business needs may require. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Trevi Therapeutics, Inc. is an Equal Opportunity/Affirmative Action employer including protected Veterans and individuals with disabilities. Trevi considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Trevi discriminate on the basis of sexual orientation or gender identity or expression.