

Staff Accountant

Position Summary:

The Staff Accountant will assist the Finance department with day-to-day finance and accounting operations. The incumbent must thrive working in a fast-paced, innovative environment while remaining flexible, proactive, resourceful and efficient. They will report directly to the Accounting Manager.

Duties and Responsibilities:

- Primarily responsible for the end-to-end accounts payable process, including vendor management, coordinating with the various departments on the review and approval of vendor purchase orders and invoices, entering purchase orders and relevant invoices into the accounting system and processing payments via ACH, online wire transfers, and credit card.
- Manage the Company's travel & expense reporting system, including reviewing T&E reports for policy adherence.
- Responsible for various aspects of the month-end accounting close processes. This includes departmental review and following up with department managers, journal entries, bank statement and general ledger account reconciliations, supporting schedules and documenting fluctuation explanations over various time periods.
- Work closely with the Finance team in preparing full GAAP financial statements & interacting with external auditors in support of the Company's yearly independent audit and quarterly reviews.
- Assist with maintaining internal controls in the purchase to pay cycle.
- Ownership of the preparation and issuance of 1099 forms ensuring accuracy and timeliness.

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 an Associate's degree in Accounting required. Bachelor's degree in Accounting and/or in progress of achieving Bachelor's degree in Accounting is a plus but not required.
- Minimum of one year of experience in a publicly traded company, private industry, or public accounting is preferred.
- Hands-on experience with performing the month-end accounting close process and managing the full accounts payable cycle including payment disbursements through online banking tools a plus.
- 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 is a plus.

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 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.

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.

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