

# Job Description



## Staff Accountant

### Why Nuvig

Be a part of a potential game-changer for patients with autoimmune disease! Nuvig Therapeutics is developing novel immune therapies to treat a broad spectrum of autoimmune diseases. Our treatments are developed to be active for a broad spectrum of autoimmune diseases, without the inherent side effects and safety concerns of long-term treatment with existing therapies, such as immunodeficiency and increased cancer risk. In early 2024, our Development Candidate NVG-2089 advanced to a Ph 1b trial in patients. This is an opportunity to play a key role in the success of an early-stage organization working to advance innovative and transformational therapies to improve treatment options for patients. Join us in making a dramatic difference in patients' lives!

### Position Summary

The Staff Accountant will be responsible for providing expertise in financial, project accounting, , accounting services, and following company finance policy. This position is a key role with core financial responsibilities ensuring the Company's compliance with finance and accounting regulations. The ideal candidate is a detail-oriented, communicative, self-motivated team player with a solid working knowledge of GAAP and internal controls. The Staff Accountant will report to the VP, Finance.

### Responsibilities:

- Maintain general ledger to ensure financial statements are in accordance with GAAP, process transactions, complete month-end reconciliations, prepare monthly financial reports. Maintain financial procedures and compliance. Also track and identify key business contract renewals and required filings.
- Process Accounts Payable
  - Assign proper accounts and class
  - Assign proper approvers
  - Identify proper terms and day of payment
  - Validate bill is not a duplicate, identify duplicate bills, and resolve appropriately
  - Follow up on and manage outstanding invoices
  - Obtain 19s for all vendors prior to making payments
  - Verify vendor bill is in agreement with contract (i.e., hourly rate or milestone payments for contractor, no invoice beyond term date, etc.)
  - Use [Bill.com](#) to process AP and sync appropriately to QuickBooks/NetSuite
  - Ensure recurring "fixed" payments such as rent are processed timely, as well as recurring "variable" payments such as benefits
- Process expense reports and corporate credit cards
  - Assign proper accounts, classes, and approvers
  - Validate expenses are in line with T&E policy
  - Validate expense report items are not duplicates
  - Process approved expense reports timely and record payment in Quickbooks
- Investigate vendor payments, expense report payments, credit card payments as necessary; contact vendors and resolve any billing issues
- Perform calls to outside parties related to payments or receipts
- Reconcile balance sheet accounts at month-end including:
  - Cash – reconcile within QuickBooks. All cash accounts including Checking, Money Market, Savings, and Investments
  - Prepaid expenses and other current assets– verify expenditure is properly classified as prepaid. Include all pertinent details: vendor, term and expense account. Proactively identify prepaids that should have a renewal, i.e., insurance
  - Fixed assets – verify expenditure is properly classified as a fixed asset per the capitalization policy. Record depreciation in accordance with the capitalization policy
  - Deposits and other long term assets – ensure expenditures are correctly classified as long term

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- Accounts payable - generate A/P Aging within QuickBooks/NetSuite  
Follow-up on outstanding bills as appropriate
- Accrued expenses – review operating expenses per the draft income statement, as well as the forecast to determine relevant accruals. Reverse prior month accruals in total before recording current month accruals
- Partner cross-functionally within finance, and various functional business owners to establish best practices, as well as drive on-going process refinement to improve the efficiency and accuracy of GL accounting and reporting
- Participate monthly pre-close meetings
- Financial Statements
  - Prepare monthly financial reports
- Prepare tax worksheets and work with outside tax firm to complete the corporate tax returns
- Prepare annual 1099s
- Prepare worksheets for annual financial audit
- Perform other ad-hoc analysis and transactional processing as requested
- Leverages knowledge to resolve questions and inform answers
- Provides support to organization by proactively disseminating information or knowledge
- Support the transition from QuickBooks to NetSuite
- Support special ad hoc projects as needed
- Other duties as assigned

## Knowledge and Skill Requirement:

- Strong working knowledge of GAAP
- High proficiency in accounting and finance
- Strong analytical and strategic planning and problem-solving skills
- Must be a demonstrated self-starter, have a strong bias towards action, and team player with strong interpersonal skills
- Someone that is flexible and drawn to a fast-moving environment
- Must have the ability to build and maintain positive relationships with management, peers, and subordinates
- Excellent written and verbal communication skills required
- High attention to detail required

## Qualifications:

To perform this job successfully, an individual must have demonstrated experience and aptitude in the essential job functions documented above. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Bachelor's degree in accounting or finance required
- Certified Public Accountant (CPA)
- Min. of 3 years of experience in accounting
- Proficient in Microsoft Word, Excel, Powerpoint, Quickbooks, NetSuite, Bill.com
- Proven ability to handle multiple projects
- Must be proactive, able to work independently as well as part of a high functioning team, and technology-savvy.

## What We Offer

- A culture inspired by our values: (e.g., patients first, teamwork, scientific rigor and curiosity)
- A collaborative, data-driven pre-IPO start-up environment where we inspire each other to always perform at our best and focus on advancing science that will help patients
- Learning and development resources to help you grow professionally and potential for advancement for stronger performers
- Competitive compensation (Base & Performance Bonus) and stock option package (equity in an early-stage company)
- Rich medical, dental, and vision insurance plans

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- Health, Limited, and Dependent Care FSA; HSA with company contributions
- 401(k) with company matching
- Pre-Tax Commuter Benefits
- Paid Term Life and AD&D, STD, and LTD plans
- Employee Assistance Program (EAP)
- Generous company paid holidays and flexible PTO
- Flexible work schedule (on-site/hybrid)
- Kitchen stocked with a variety of healthy and delicious snacks and drinks

The salary range for this position is \$112,000 - \$135,000. Nuvig considers various factors when determining the base compensation, including market survey data, experience, qualifications, and geographic location, which means that the actual compensation will vary.

## About Nuvig

Nuvig Therapeutics, Inc., headquartered in Redwood City, CA is a science-driven research and clinical development organization focused on fundamentally transforming how we approach and treat inflammatory and autoimmune diseases. Our first product candidate NVG-2089 is a recombinant, human IgG1 Fc fragment that has been engineered to target inhibitory Fc receptors and modulate immune response. Additional efforts are focused on engineering full-length therapeutic antibodies to maximize their ability to control aggressive autoimmune diseases. The company was founded in 2021 by industry veterans and closed a \$47 million Series A financing, led by Novo Holdings A/S and Platanus, joined by Bristol Myers Squibb, Digitalis Ventures, and Mission BioCapita.

If your life and career ambitions are to advance transformative medicines that redefine treatment paradigms, please take a look at our job openings. If you think you would be a good fit for our team, please send your resume and a cover letter explaining how you can contribute to Nuvig to [careers@nuvigtx.com](mailto:careers@nuvigtx.com).