



Staff Accountant Job Description

Position Summary

The Staff Accountant will be responsible for processing invoices, check requests and expense reports accurately and timely. You will ensure that all invoices, check requests and expense reports have been properly approved in accordance with the Company's policy and procedures. You will ensure that financial transactions are executed and documented in accordance with generally accepted accounting principles and maintain strong internal controls. You will assist with process flow design, documentation and implementation and testing/validation of accounting systems such as purchase order and expense reporting software.

Key Responsibilities

- Review and verify invoices and check requests for proper approval and process them accurately and timely in Bill.com
- Process and audit all travel and expense transactions in Concur system
- Set up invoices for payment in Bill.com
- Post transactions and journal entries to QuickBooks
- Manage annual 1099 reporting process
- Assist with month-end closing and create monthly expense accruals
- Perform account reconciliations for assigned G/L accounts
- Correspond with vendors and respond to inquiries
- Research and resolve invoice discrepancies and issues
- Assist with implementing purchase order system and process
- Maintain all accounting records
- Provide supporting documentation for external audits
- Perform special projects and other duties, as assigned

Qualifications and Requirements

- Bachelor's degree in accounting or finance preferred
- Biotech experience preferred
- Five to eight years of experience in functions directly related to the duties and responsibilities specified
- Knowledge of accounts payable, general accounting procedures, principles and standards
- Knowledge of general ledger account analysis and reconciliation and month-end close process
- Proficient in QuickBooks and other relevant accounting software, strong Excel skills
- Proficient in data entry and management
- Attention to detail and accuracy
- Must be hands-on with excellent verbal and written skills

Benefits Offered

Menlo offers a competitive benefits package that includes the following:

- A compensation structure that includes a competitive base salary, a stock option grant in a company with successful phase 2 clinical data and an annual cash bonus that aligns with corporate objectives.



- A broad range of medical, dental, and vision plans offered through Trinet, with generous company reimbursement of a significant portion of premiums
- A 401k plan and Flexible Spending Accounts for both dependent care and healthcare expenses
- No set limits on personal time off with manager approval
- Career development support, including manager-approved training and conference attendance throughout the year
- A flexible work schedule that includes 1-2 days' work from home per week
- Lunch provided on in-office days
- Paid Maternity leave up to 12 weeks

About Menlo Therapeutics

We are a late stage biopharmaceutical company focused on the development and commercialization of serlopitant for the treatment of pruritus, or itch, associated with dermatologic conditions such as atopic dermatitis, psoriasis and prurigo nodularis. We are concurrently evaluating the use of serlopitant for the treatment of refractory chronic cough, a cough that persists for greater than eight weeks despite treatment of any identified underlying cause. We believe that serlopitant, a highly selective small molecule inhibitor of the neurokinin 1 receptor, or NK₁R, given as a once daily, oral tablet, has the potential to significantly alleviate pruritus and refractory chronic cough symptoms.

At Menlo, we have a diverse team of highly motivated individuals with strong experience in drug development. We expect a lot out of our employees, and in turn our employees are allowed tremendous autonomy and flexibility in achieving their goals.

All individuals, regardless of race, color, religion, age, gender, gender orientation, national origin, and disability or Veteran status are encouraged to apply.

Visit our website at www.menlotherapeutics.com to learn more about Menlo.