



Position: Accounting & Accounts Receivable Specialist
Legal Entity: MarketVector Indexes GmbH
Location: Frankfurt, Germany
Department: Corporate Accounting
Reporting to: Finance Manager and Chief Operating Officer

Essential Duties and Responsibilities:

Includes the following, other duties may be assigned as needed:

- Initiate invoicing of and collection from related parties as well as 3rd party clients.
- Liaison with Sales and Legal to develop and maintain the Company's revenue streams, respective contracts, and revenue calculations – organization skills required.
 - Customer and revenue management skills required.
- Assist with developing and maintaining revenue trend reports.
- Monitor accounts receivable aging and coordinate with sales team for collection of outstanding invoices.
- Advise MarketVector colleagues on reliability of key clients and/or any unusual payment/non-payment patterns.
- Perform accounts payable processing and initiate vendor bill payments.
- Responsible for the monthly general ledger closing of MarketVector Indexes GmbH (i.e. all related cash, fixed asset, prepaid expense and accrual entries, booking/tracking of all investments' activity, earnings, index license fee revenues, monitoring/booking all expenses, etc.).
- Prepare monthly balance sheet account reconciliations.
 - Perform reconciliations of balance sheet accounts receivable with the customers accounts receivable revenue calculations.
 - Perform reconciliation of balance sheet accrual schedule with the vendor accrual support.
- Perform monthly income statement trend analysis, identify any applicable outliers for resolution.
- Assist with all tax requests including all statutory tax filings, tax returns, tax audits, etc.
- Assist with the preparation of all tax filings and tax payments.
- Assist with preparation of annual financial statements and footnotes.
- Assist with year-end audit process (i.e. prepare schedules, reconciliations, analysis of account balances, etc.) and interface with auditors as needed.
- Assist with yearly budget process.
- Assist with payroll, tax, and benefits inquiries and/or issues.
- Assist with preparation of regulatory reporting obligations.
- Maintain Corporate Accounting's yearly policies and procedures.
- Monitor changes in accounting, tax and financial reporting principles and assess impact to the company.
- Perform special projects as necessary.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Supervisory Responsibilities

This job has no supervisory responsibilities at this time.

Qualifications

- Excellent communication and organizational / project management skills required.
- Ability to multi-task without compromising accuracy and timeliness of end products.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Interest in – and willingness to learn about – the financial index and data business.
- Individual with strong technology skills and ability to quickly learn new technology to perform job efficiently required.
- Expertise with MS Excel and Word. Experience with Oracle NetSuite a plus.
- Roll up your sleeve work ethic and team player mentality required.
- Ability to interact effectively with all levels of staff and clients both domestic and international.
- Ability to handle customer inquiries professionally and effectively.
- Ability to analyze accounts receivable reports, identify trends, and take corrective action.
- Organizational and project management skills
- Accuracy and precision in record-keeping and data entry.

Education and/or Experience

- Degree in accountancy or Business Administration.
- Minimum of 3 years of accounts receivable experience in financial services – private company experience within asset management industry and/or public accounting experience with a focus on the asset management industry a plus.
- Chartered Accountant preferred.
- Proficient written and verbal understanding of multiple languages as well as proficiency in German and English.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- High level of motivation and drive to advance career
- Familiarity with common AR processes, such as invoice generation, payment processing, and reconciliation, is necessary.
 - Revenue stream management is required.
- Collaboration and teamwork skills are important.
- Self-sufficient
- Professional demeanor
- Capacity for quickly learning new procedures/ideas
- Attention to detail
- Team Player

Presentation Skills

- Ability to effectively present information in one-on-one and small group situations to vendors, clients, and employees of the company.