



**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 3<sup>rd</sup> 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.