



## **Collections Analyst with Chinese or French**

### **About MSCI**

For more than 40 years, MSCI's research-based indexes and analytics have helped the world's leading investors build and manage better portfolios. Clients rely on our offerings for deeper insights into the drivers of performance and risk in their portfolios, broad asset class coverage and innovative research. Our line of products and services includes indexes, analytical models, data, real estate benchmarks and ESG research. MSCI serves 98 of the top 100 largest money managers, according to the most recent P&I ranking.

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### **Position overview:**

We are looking for an AR-Collections Analyst, an organized and motivated team member to work with our billing, sales ops and coverage teams to collect on past due invoices and assist in other functions of the AR team.

### **Responsibilities:**

- Reviewing past due accounts regarding the assigned business/region, following the standard collections process to initiate follow ups and continue contacting customers for past due receivables until collections are received.
- Document all follow ups within CRM system, Salesforce and Excel
- Work with sales coverage team, sales operations team and billing team to resolve billing, tax or other issues
- Work with legal team to prepare and execute termination letters for delinquent customers
- Review collections workflow on a monthly basis to determine accounts for bad debt reserve
- Assist in resolving allocations of unapplied client funds through follow up with various internal and external parties, members in finance in different locations as well as sales coverage team

### **Desired experience and qualifications:**

- Fluency in English and Chinese or French
- Good writing and communication skills in both languages
- College degree is required; Accounting, Finance or Business degree preferred
- 2-3 years' experience working in a finance department; previous experience in accounts receivable or accounts payable department is a plus
- Fresh graduates are also welcome
- Collections experience is an advantage
- Previous experience in SAP and Salesforce is a plus
- Superior working knowledge of MS Office, particularly Excel
- Precise, detail-oriented, committed

Due to the great number of applications we receive for each of our open vacancies, we are unable to respond on an individual basis.

**To all recruitment agencies:** MSCI does not accept unsolicited CVs/Resumes. Please do not forward CVs/Resumes to any MSCI employee, location or website. MSCI is not responsible for any fees related to unsolicited CVs/Resumes.

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