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# Example of Year Contract Job Description

Our company is hiring for a year contract. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for year contract

* Monthly closing and review of operational accounting
* Variance analysis of expenses
* Working closely with business units and leaders to provide support and follow up on financial matters
* Continuously drive improvements though various projects
* Ensure financial and certain operational compliance with corporate and local statutory requirements
* Analyzing business environment and users' requirements and communicating with IT or vendor for system enhancement
* Planning large scale system projects and monitoring project progress
* Coordinating with users or IT to perform pre-testing to ensure system deliverables are in good quality
* Providing system training to users
* General Ledger - be hands on in maintaining and providing necessary report, supervise 2 accounts assistant on daily matters

## Qualifications for year contract

* Providing analysis and commentries for financial statements
* Working closely with other team to obtain necessary information and provide expertise and guidance to drive improvement
* Degree in Accounting and/or Finance or an equivelant certification
* Minimally 5 years of working experience in Finance/Accounting, preferably with Costing/Manufacturing knowledge
* Ability to multi-task and to work under pressure, work with various business units and leaders to drive initiatives
* Possesses a strong interest in delivering excellence