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# Example of Year Contract Job Description

Our growing company is searching for experienced candidates for the position of 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

* Work closely with finance team on quarterly forecast and budget process for management reporting and legal entity results
* Managing an accountant and work closely with the Shared Service Center
* Monitor and guide the team in areas such as cash forecast, accounts receivable, product costing and inventory
* Manage taxation schedules and GST, liaise with auditor and tax agents
* Support Project Manager with scope definition, cost/benefit analysis, and project plan
* Provide analysis task time estimates
* Identify and research problem trends and work with internal or external subject matter experts to correct and proactively prevent further problems by recommending and/or implementing bug-fixes, application enhancements, customer training, or other measures
* Document and facilitate turnover plan to other technology groups as needed
* Identify customer training requirements, participants, and desired time frames, and implement training delivery and documentation
* Train customers on an individual or ad-hoc basis as needed

## Qualifications for year contract

* Independent and adaptable individual
* Knowledge of EGL OBI and Smartview is an asset
* Exceptional communications skills, both verbal and written, including presentation skills
* Experience in traffic systems
* Provide accurate forecasting - Manage key metrics
* Manage annual business plan