



# Example of Manager, Contracts Job Description

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Our company is hiring for a manager, contracts. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, contracts

- Assisting with new vendor financial due diligence activities
- Assisting with data entry of consultant agreement HCP spend into Imagine system
- Provide exemplary leadership to a team responsible for reading and understanding complex distribution agreements and accurately setting them up in the billing / accounting system
- Identify and effectively communicate revenue accounting issues to Distribution Accounting in a timely and accurate manner
- Ensure all contracts are setup for billing / accounting system in accordance with agreement provisions
- Provide expert advice on IP aspects of corporate transactions including trade marks, copyright and patents, advising on general licensing matters
- Train field services and senior management on guidelines, best practices, tools and processes including new program features, engagement processes and field empowerment
- The ability to work cooperatively with diverse group of professionals, including the company's executives, attorneys, engineers, scientists and contracts staff, the ability to work with attorneys for external clients and subcontractors, risk managers, project managers, procurement and contracts staff, and others
- Assist in maintain contracts database and alert clients to key contract dates
- Manage various administrative processes, such as material distribution forms,

## Qualifications for manager, contracts

- Ability to read and understand large complex agreements and apply knowledge to identify revenue accounting and billing/accounting system issues
- Qualified accountant, preferably with University degree (BA/BS or equivalent)
- Experience, preferably in the television media industry and in a dynamic, growing and fast paced environment
- Ability to work to tight project deadlines and can adapt to differing demands
- Bachelor's Degree in a relevant field is preferred
- Certified Professional Contracts Manager (CPCM) status and National Contract Management Association (NCMA) membership are advantageous