



## Cannon IV Job Description

Job Title:	Contract Specialist – Analyst
Employee Type:	Full-Time
Industry:	Managed Print Services
Job Type:	Business / Accounting Admin
Education:	Associates or above
Experience:	2+ years
Location:	Indianapolis, IN
Reports to:	Director of MPS Operations
Revision date:	10/10/11

### General Summary

This position has the responsibilities to maintain the detailed data and information on the devices that are under national and local Managed Print Services / Cost per Page Program. Manage each contract by FM Audit, networked/non-networked, invoicing, location moves, print volume changes and auditing. Communicate and work with each sales rep on any significant changes tied to each contract. Maintain control of Fleet Management of each contract from invoicing to ongoing auditing for contract reviews.

### Essential Duties & Responsibilities

- An Associates Degree with a concentration in Accounting or Business Administration is required.
- A minimum of 2 years accounting experience is required.
- Excellent oral and written communication skills.
- Good interpersonal, organizational, and analytical skills.
- Demonstrated ability to learn/use FM Audit and e Automate systems.
- Ability to meet deadlines, understands process workflow, resolve complex problems, work independently and as a team member, and take initiative in identifying improvements.
- Experience with the use of Microsoft Excel and Word is required.



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## Key Education, Skills & Environment

### Education & Work Experience

- An Associates Degree with a concentration in Accounting or Business Administration is required.
- A minimum of 2 years accounting experience is required.

### Specialized Knowledge & Skills

- Demonstrated ability to learn/use FM Audit and e Automate systems
- Experience with the use of Microsoft Excel and Word is required.

### Work Environment & Physical Demands

- General office environment. Moderate levels of stress may occur. Some travel is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Reporting Structure

- The position reports to the Director of Managed Print Services (MPS) Operations.

*The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. Other duties may be assigned as needed.*

*To learn more about current Cannon IV job postings or to apply online, please email [jobs@cannon4.com](mailto:jobs@cannon4.com).*



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