

## Record to Report Sr Specialist US

Job ID  
REQ-10050572

5月 07, 2025

Mexico

### 摘要

-To provide expert advice to superiors for Financial Reporting & Accounting and manage the reporting and accounting requirements for the general ledger; to ensure compliance with external and internal accounting reporting requirements in a timely and accurate manner.

### About the Role

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Work with direct managers to support financial activities, decision making and general projects
- Recording of financial transactions accurately and timely into the general ledger
- Perform financial close activities, including reconciliations and journal entries based on frequency

defined

- Ensure compliance with LSI, Work Instructions and regulations
- Prepare analysis or reporting with particular emphasis on accuracy, compliance and timeliness of data provided (i.e: reports on profit and loss activity)
- Provide all data needed for internal (Financial Consolidation and Reporting System) and external reporting (including statutory accounts, national statistics and tax information) in a timely and accurate manner
- Provide “first line support” on SAP issues including fixed assets, cash and general ledger
- Contribute to key projects at country or BU level

#### Role Requirements :

- Bachelor's degree in accounting
- Experience in Accounting: 4 to 5 years
- Fluent level of English (written and spoken)
- Proficient in MS Office applications such as Word, Excel and Power Point
- Experience with SAP, or comparable systems, preferred.
- Excellent attention to detail and organizational abilities
- Excellent communication and interpersonal skills
- Strong analytical and problem-solving skills

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

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部门  
Finance

Business Unit  
CTS

地点  
Mexico

站点  
INSURGENTES

Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area  
Audit & Finance

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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