Record to Report Sr. Specialist

Job ID REQ-10053618

5月 30, 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

Commitment to Diversity and Inclusion

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

Accessibility and Accommodation:

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

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? https://www.novartis.com/about/strategy/people-and-culture

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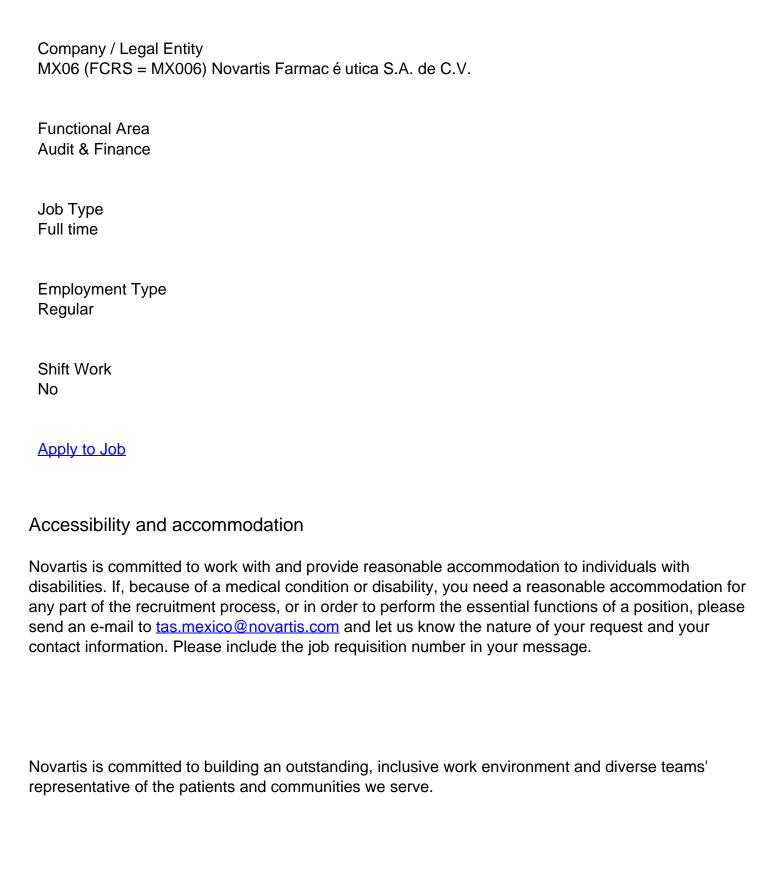
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部门 Finance

Business Unit CTS

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