

Fixed Asset Specialist

Job ID
REQ-10053925

6月 03, 2025

Mexico

摘要

Responsible for day-to-day accounting functions of moderate complexity within the fixed assets area, with emphasis on day-to-day fixed asset transactions, reconciliations, customer interaction, and internal reporting.

About the Role

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Transact day-to-day fixed asset transactions (additions, disposals, data changes)
- Prepare balance sheet reconciliations
- Prepare various other workpapers for internal management use (ex. KPI 's)
- Participate in annual control documentation and testing
- Participate in bi-annual fixed asset counts
- Responsibility in accounting for intangible assets
- Responsible for appropriate document retention
- Participate in ad-hoc projects
- Produce and test written procedures
- Assist in other accounting activities as assigned
- SAP/S4H experience a strong plus

Role Requirements :

- Bachelor ' s degree in Accounting or related field
- 1-2 years related experience; public company preferred
- Experience in the healthcare or life science industries is preferred
- English required
- Possess excellent organization and communication skills
- Proficient in MS Office applications such as Word, Excel and Power Point
- Experience with SAP,/S4 or comparable systems, preferred
- System implementation experience is a plus

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:

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con

discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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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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部门
Finance

Business Unit
CTS

地点
Mexico

站点
INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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