

# Treasury Cash Management Senior Payment Specialist US M&A

Job ID REQ-10064498

10月 13, 2025

Mexico

# 摘要

-To provide expert advice to superiors for a sub-area within FSC and related key activities; to ensure compliance with external and internal accounting reporting requirements in a timely and accurate manner.

About the Role

Location: Hybrid. CDMX

Your key responsibilities include, but are not limited to:

- Has the operational oversight to provide services at expected levels with a clear customer focus, including handling the exceptions
- Provides functional guidance from TCM Payments perspective for business transactions.
   Interacts proactively within NGSC and Divisions to ensure accurate Cash Disbursements
- Leads collaboration with key stakeholders, including senior level cross-Novartis entities business colleagues and Novartis local entity/group financial reporting and accounting
- Serves as a Subject Matter Expert (SME) for related policies and processes, supports
  productivity objectives and continuous improvement, process changes and leading practices
  to have an efficient and effective process
- Drives and monitors improvements to sustain a highly effective and efficient TCM Cash
  Disbursement process, and realizes cost reduction opportunities including areas to harmonize
  and standardize processes
- Responsible to manage the payment preparation and execution life cycle according to the business needs and following Treasury rules
- Performance Management and Service Delivery Processes accurately for all multi entity payment runs through SAP following the Novartis schedule and guidelines
- Ensures proper document management (retention of payment request evidence and other audit relevant documents)
- Timely resolution of unpaid items, items excluded from payment proposal, returned payments and incoming payments from suppliers.

### Minimum Requirements:

- Bachelor's degree or equivalent 4-year degree; degree subject area in Accounting, Finance or Business preferred
- 3+ years of Treasury experience.
- Pharmaceutical industry experience preferred
- Previous experience in managing financial services
- SAP and/or D365 experience strongly preferred; Microsoft Office experience required
- Experience of leading projects driving performance (e.g. ERP implementation)
- Excellent collaboration and communication skills, both written and verbal
- Experience of working in multicultural / international environment 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 <a href="mailto:tas.mexico@novartis.com">tas.mexico@novartis.com</a> 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 condici ó n m é dica o discapacidad, necesita una adaptaci ó n razonable para cualquier parte del proceso de contrataci ó n, o para desempe ñ ar las funciones esenciales de un puesto, env í e un correo electr ó nicotas.mexico@novartis.com y perm í tanos conocer la naturaleza de su solicitud y su informaci ó n de contacto. Incluya el n ú mero de posici ó n en su mensaje.

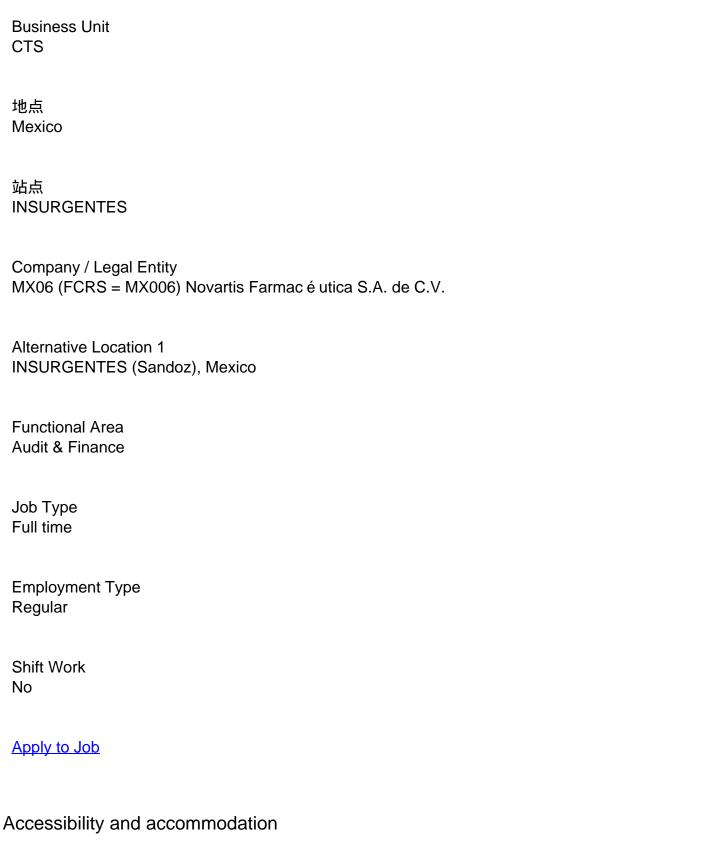
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Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that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

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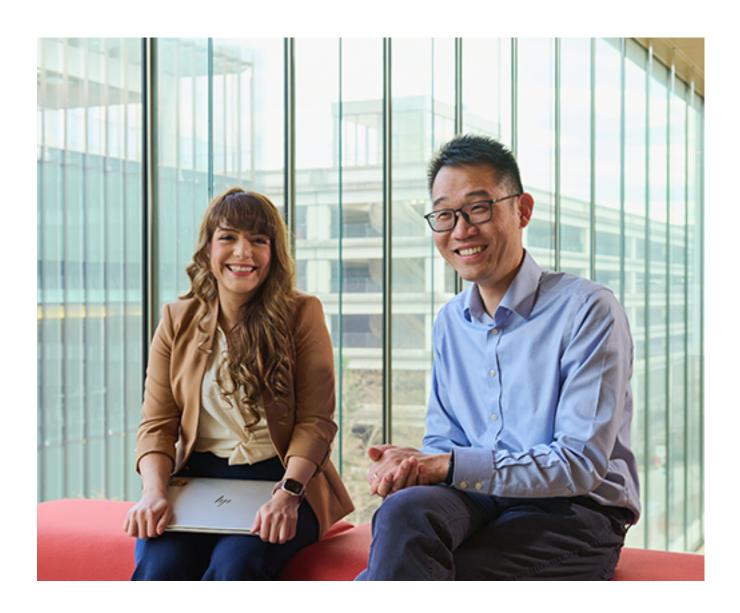
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部门 Finance



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