

# 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
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- 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 [tas.mexico@novartis.com](mailto: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](mailto: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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Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Business Unit  
CTS

地点  
Mexico

站点  
INSURGENTES

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

Alternative Location 1  
INSURGENTES (Sandoz), Mexico

Functional Area  
Audit & Finance

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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