

## Record to Report Specialist

Job ID  
REQ-10021228

9月 05, 2024

Mexico

### 摘要

Proporcionar asesoramiento experto a superiores para los Informes Financieros y Contabilidad y gestionar los requerimientos de informes y contabilidad para el mayor general; asegurar el cumplimiento de los requerimientos de informes contables externos e internos oportunamente y con exactitud.

### About the Role

Location: Mexico City #Hybrid

Your responsibilities include, but are not limited to:

- Actively perform the period-end closing and reporting in accordance with Novartis required standards

- Collaborate with key stakeholders and correspond to all internal and external inquiries
- Ensures operational excellence and full alignment with all Novartis business, compliance and audit requirements.
- Performs the balance sheet reconciliations of accounts and ensure timely resolution and either clean-up or follow-up on identified overdue items
- Review accounts to ensure accurate recording in SAP and FCRS reporting, variance analysis of accounting data and plausibility checks using different sources of information.
- Ensures proper accounting of financial transactions such as journal entry review and adequacy of supporting documentations
- Assures the creation and maintenance of adequate accounting records to meet the requirements of local legislation and Novartis required standards.

#### Role Requirements :

- Bachelor's degree in accounting
- Accountability 1-4 years relevant experience
- Spanish & advanced English (written and spoken).
- Experience in SAP environment.
- Demonstrated ability to work effectively in a multi-national, matrix organization.
- Proactive, detail oriented, professional attitude, reliable, customer service orientation, professional attitude, reliable.

We are 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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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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Ajustes de accesibilidad

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 [cas.mexico@novartis.com](mailto:cas.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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