Record to Report Specialist

Job ID
REQ-10090254

十月 30, 2026

Mexico

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摘要

#LI-Hybrid

Location: Mexico City, Insurgentes

Relocation Support: This role is based in Mexico City, Insurgentes. Novartis is unable to offer relocation support: please only apply if accessible.

Sponsorship: Novartis is unable to offer sponsorship for this role.

Ready to bring accuracy, insight, and continuous improvement to critical accounting operations? As a Record to Report Specialist (Employee Benefits) you will provide expert support across general

ledger accounting and financial reporting, helping ensure that internal and external requirements are delivered accurately and on time. You will collaborate with Finance leaders and business partners, maintain reliable accounting information, resolve SAP-related issues, and contribute to projects that strengthen processes and service delivery. This role offers the opportunity to combine technical accounting knowledge, analytical thinking, and cross-functional collaboration to support confident financial decisions.

About the Role

Key Responsibilities

· Manage general ledger accounting and reporting activities, ensuring accurate, complete, and timely financial information.

· Support Finance leaders with accounting analysis, operational decisions, and cross-functional projects.

· Maintain accurate fixed-asset records, including assets under construction, capitalization, depreciation, and related reconciliations.

· Prepare profit-and-loss analyses and reports, maintaining strong standards for accuracy, compliance, and timeliness.

· Deliver reliable data for consolidation, statutory accounts, tax reporting, national statistics, and other reporting requirements.

· Provide first-line SAP support and contribute to country or business-unit Financial Reporting and Accounting projects.

Essential Requirements

· Bachelor ' s degree in Accounting, Finance, Business Administration, or a related field.

· Relevant experience in employee benefits accounting, record-to-report, general ledger, or financial reporting and accounting operations.

· Strong knowledge of general ledger accounting, fixed assets, reconciliations, financial close, and profit-and-loss analysis.

· Experience preparing information for consolidation, statutory reporting, tax requirements, or external reporting.

· Advanced proficiency in SAP and Microsoft Office tools for accounting analysis, reporting, and

decision-making.

· Professional English proficiency, with strong analytical, communication, organizational, and stakeholder-management skills.

Desirable Requirements

· Experience supporting employee-benefit accounting, provisions, accruals, or related balance-sheet reconciliations.

· Previous experience in the pharmaceutical industry or another complex, highly regulated environment.

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 working with and providing reasonable accommodation to individuals with disabilities. If you require a reasonable accommodation during the application process or to perform the essential functions of the position, please inform the recruitment team so appropriate support can be provided.

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? Explore People and Culture at Novartis

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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

Benefits and Rewards: Learn about all the ways we ' ll help you thrive personally and professionally. Read our handbook (PDF 30 MB)

部门
Finance

Business Unit
Finance

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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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.

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