

# Procure to Pay Senior Specialist MR11

Job ID  
REQ-10016694  
Jul 23, 2024  
Mexico

## Summary

Proporcionar asesoramiento experto a superiores para una subárea dentro de FSC y actividades clave relacionadas; asegurar el cumplimiento de los requerimientos de informes contables externos e internos oportunamente y con exactitud.

## About the Role

Your Key Responsibilities:

- Follow up mail to PO with items >90 days to PO owner (requester), guaranteeing actions plans, generating meetings with team involved and trying to close open items.
- Responsible to prepare and sent to approving WO according to LSI.
- Excellent attention to detail ensuring high-quality standards are implanted in our transactions and systems
- Reviewer/ Execution for sensitive transactions MR11, MRBR, MIGO and FBRA.
- Business User GRIR training.
- Ensure application of agreed Novartis control procedures and actively support to deliver SOX certification.

Role Requirements :

- University level degree in business Accounting/Finance.
- 4+ years of experience in accounting, accounts payable or analyst role.
- Proficient in MS Office applications such as Word, Excel and Power Point
- Experience with SAP, or comparable systems, preferred.
- English and Spanish (advanced).
- Good analytical skills and problem-solving ability.

You'll receive:

A total compensation package that includes a competitive salary, performance bonus, learning platforms, pension plan, major medical expenses, flexible working environment, global employee recognition scheme, flexible benefits, parental leave, collaborative and empowered culture, development opportunities and so much more.

optimally in a multi-national, matrix organization.

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!

Learn more here: [https://www.novartis.com/about/strategy/people and culture](https://www.novartis.com/about/strategy/people-and-culture)

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

**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>

Division

Finance

Business Unit

CTS

Location

Mexico

Site

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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## 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 [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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1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/Procure-to-Pay-Senior-Specialist-MR11\\_REQ-10016694](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/Procure-to-Pay-Senior-Specialist-MR11_REQ-10016694)
5. <mailto:tas.mexico@novartis.com>
6. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/Procure-to-Pay-Senior-Specialist-MR11\\_REQ-10016694](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/Procure-to-Pay-Senior-Specialist-MR11_REQ-10016694)