

# Record to Report Specialist

Job ID  
REQ-10028680  
Nov 04, 2024  
Mexico

## Summary

-To provide expert advice to superiors for Financial Reporting & Accounting and manage the reporting and accounting requirements for the general ledger; to ensure compliance with external and internal accounting reporting requirements in a timely and accurate manner.

## About the Role

Job Description

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.*

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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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