

Senior Accountant

Job ID
REQ-10029840
Nov 13, 2024
China

Summary

Experience in full or partial scale of Account Receivables accounting treatment and operational process, including credit management, cash applications, collections, sales billing and invoicing.

About the Role

Key Requirements:

- E-Invoice system management. (project involvement and daily usage)
- Support business teams to check the status of invoices, credit notes and overdue payments.
- Improve process controls by drafting and standardizing SOPs within O2C team.
- Collect and analyze raw credit data and assist line managers in managing the credit limit of the business.
- Other tasks within the team including collection forecast, overdue AR reminder, customer refund request, etc.
- Perform month-end closings related to accounts receivable.
- Completion of monthly NFCM reports.
- Support for internal and external audits.
- Perform other duties as assigned.
- Open minded and proactive communicator, capable of cross-functional collaboration.

Job specification/ required skills:

- Bachelor degree or above in accounting or finance preferred.
- Demonstrated ability to work and communicate effectively in a multi-national, matrix organization.
- Experience in SAP is preferred.
- 4+ years working experience.
- Fluent in oral and written English.
- Good knowledge of MS-Office.

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Division

Finance

Business Unit

CTS

Location

China

Site

Beijing (Beijing)

Company / Legal Entity

CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Shift Work

No

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