

# Senior Accountant

Job ID  
REQ-10029840  
Nov. 13, 2024  
China

## Zusammenfassung

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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Abteilung

Finance

Business Unit

CTS

Ort

China

Website

Beijing (Beijing)

Company / Legal Entity

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

Functional Area

Audit und Finanzen

Job Type

Full time

Employment Type

Shift Work

No

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