

Record to Report Sr Specialist CAC

Job ID
REQ-10011214
Jul 02, 2024
Mexico

Summary

In this role, you will be responsible to provide expert advice to superiors for a sub-area within FSC and related key activities; to ensure compliance with external and internal accounting reporting requirements in a timely and accurate manner.

About the Role

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Work with direct managers to support financial activities, decision making and general projects
- Recording of financial transactions accurately and timely into the general ledger
- Perform financial close activities, including reconciliations and journal entries based on frequency defined
- Ensure compliance with LSI, Work Instructions and regulations
- Prepare analysis or reporting with particular emphasis on accuracy, compliance and timeliness of data provided (i.e: reports on profit and loss activity)
- Provide all data needed for internal (Financial Consolidation and Reporting System) and external reporting (including statutory accounts, national statistics and tax information) in a timely and accurate manner
- Provide “first line support” on SAP issues including fixed assets, cash and general ledger
- Contribute to key projects at country or BU level

Role Requirements :

- University degree – Preferably Finance/Accounting
- Experience in Accounting/Finance: 4 to 5 years
- Fluent level of English (written and spoken)
- Proficient in MS Office applications such as Word, Excel and Power Point
- Experience with SAP, or comparable systems, preferred.
- Excellent attention to detail and organizational abilities
- Excellent communication and interpersonal skills
- Strong analytical and problem-solving skills

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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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