

Payroll Services Expert

Job ID
REQ-10011215
Jun 26, 2024
Mexico

Summary

To support the development of Payroll processes, principles, and guidelines for a small client group, as well as coordinate data analysis and evaluation, in support of the implementation and/or maintenance of processes / services / continuous improvement in scope.

About the Role

Major accountabilities:

Location: Hybrid. CDMX

- Responsible for the successful execution of the Monthly Payroll for Chile, as well as Payroll subprocesses;
- Carry out the control and collection of TAX and Union;
- Carry out reconciliation and tasks related to the accounting of Payroll;
- Support for inspections and audits;
- Responsible for providing assistance to employees and Stakeholders, as well as the interface with areas related to Payroll such as finance, accounts payable, accounting, TAX.
- Input information into the ADP system for the correct calculation of Payroll;
- Responsible for Payroll financial controls (NFCM), accuracy and correct delivery thereof.
- Participate in the implementations of New Payroll Systems.

Minimum Requirements:

Work Experience:

- Bachelors degree
- 3 to 5 years of experience in Payroll LATAM.

Languages :

- English.

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>

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>

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Division

People & Organization

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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