

# Record to Report Sr Specialist US

Job ID  
REQ-10021888  
Sep 10, 2024  
Mexico

## About the Role

### Key Responsibilities:

- Interact with functional areas in various Divisions to support appropriate accounting and financial reporting.
- Prepare monthly / quarterly journal entries.
- Prepare monthly account analyses and account reconciliations.
- Support the month-end financial closing and reporting process.
- Support timeliness of reporting as well as compliance with Novartis standards and policies (i.e. global processes, Novartis Accounting Manual, Novartis Financial Controls Manual, Management Authorization Levels, etc.).
- Support continual improvement and modifications to templates/processes throughout the month to increase efficiency and address changes due to new or altered internal or external reporting requirements.
- Collaborate with key stakeholders, including divisional business colleagues, both internal and external accounting authorities/auditors, and Division and Group Financial Reporting and Accounting, as well as communicating with these stakeholders when questions regarding accounting/reporting matters arise.
- Role model a work style that displays innovation, quality, collaboration, performance, courage, and integrity.

### Minimum Requirements:

- Bachelor's degree in Accounting; CPA with Big 4 public accounting experience is preferred
- 3-5 years related experience; public company preferred
- Strong knowledge of IFRS and accounting theory
- Experience in the healthcare or life science industries is preferred
- English required
- Able to multitask in a growing, dynamic environment
- Experience with SAP, or comparable systems, preferred
- System implementation experience is a plus

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

## Role Requirements

**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>

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Division

Operations

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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