

## Record to Report Specialist

Job ID  
REQ-10047767

4月 08, 2025

Mexico

### 摘要

-To provide analytical support to the FRA discipline for financial reporting, compliance and accuracy of data. To handle and coordinate the preparation of reports, ensuring a timely submission.

### About the Role

Location: Mexico City #Hybrid

Your responsibilities include, but are not limited to:

- Actively perform the period-end closing and reporting in accordance with Novartis required standards
- Collaborate with key stakeholders and correspond to all internal and external inquiries

- Ensures operational excellence and full alignment with all Novartis business, compliance and audit requirements.
- Performs the balance sheet reconciliations of accounts and ensure timely resolution and either clean-up or follow-up on identified overdue items
- Review accounts to ensure accurate recording in SAP and FCRS reporting, variance analysis of accounting data and plausibility checks using different sources of information.
- Ensures proper accounting of financial transactions such as journal entry review and adequacy of supporting documentations
- Assures the creation and maintenance of adequate accounting records to meet the requirements of local legislation and Novartis required standards.

#### Role Requirements :

- Bachelor's degree in accounting
- Accountability 1-4 years relevant experience
- Spanish & advanced English (written and spoken).
- Experience in SAP environment.
- Demonstrated ability to work effectively in a multi-national, matrix organization.
- Proactive, detail oriented, professional attitude, reliable, customer service orientation, professional attitude, reliable.

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

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部门  
Finance

Business Unit  
CTS

地点  
Mexico

站点  
INSURGENTES

Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area  
Audit & Finance

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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send an e-mail to [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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