

Procure to Pay Sr. Specialist MR11

Job ID
REQ-10029265
Nov 20, 2024
Mexico

About the Role

Your Key Responsibilities:

- Follow up mail to PO with items >90 days to PO owner (requester), guaranteeing actions plans, generating meetings with team involved and trying to close open items.
- Responsible to prepare and sent to approving WO according to LSI.
- Excellent attention to detail ensuring high-quality standards are implanted in our transactions and systems
- Reviewer/ Execution for sensitive transactions MR11, MRBR, MIGO and FBRA.
- Business User GRIR training.
- Ensure application of agreed Novartis control procedures and actively support to deliver SOX certification.

Role Requirements :

- University level degree in business Accounting/Finance.
- 4+ years of experience in accounting, accounts payable or analyst role.
- Proficient in MS Office applications such as Word, Excel and Power Point
- Experience with SAP, or comparable systems, preferred.
- English and Spanish (advanced).
- Good analytical skills and problem-solving ability

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

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>

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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