

# Order to Cash Senior Specialist

Job ID  
REQ-10077997  
май 19, 2026  
Мексика

## Сводка

#LI-Hybrid  
Location: Mexico City, Mexico

Relocation Support: This role is based in Mexico City, Mexico. Novartis is unable to offer relocation support: please only apply if accessible.

The Order to Cash Senior Specialist is responsible for executing and optimizing end-to-end O2C processes to ensure accurate timely cash collection, effective dispute resolution, and strong compliance with Novartis Finance policies and controls.

The role acts as a subject-matter expert, supports continuous improvement initiatives, and partners with Markets and Finance stakeholders to deliver operational excellence and strong cash flow.

## About the Role

### Key Responsibilities

- Based on the understanding of the country and customer specific situation, ensure timely payment of the invoices to be due in the month applying differentiated collection techniques based on the customer materiality & relevance.
- Provide analytical support to O2C & TCM Lead and CFO in matters related to collection activities, decision making and general projects
- Collaborate with stakeholders to resolve collection related issues. Close all open points raised during monthly KPI review meetings, ensuring leading operations
- Investigate root causes of invoice disputes and deductions to avoid adverse P&L impacts
- Contribute to the preparation of analysis and reports with particular emphasis on accuracy, compliance and timeliness of data provided
- Support credit risk management activities including credit limit reviews, blocked order resolution, and customer exposure monitoring
- Participate in or lead continuous improvement, harmonization, and digital enablement initiatives within TCM.
- Execute and document internal control activities in accordance with the Novartis Internal Controls Framework. High quality assistance during the month end closing process
- Identify inefficiencies, process gaps, and opportunities for standardization or automation
- Support system enhancements, UAT testing, and implementation of digital O2C solutions

### Essential Requirements

- 3–5 years of experience in Order to Cash, Accounts Receivable, or Finance Operations
- Bachelor's degree in finance, Accounting, or Business Administration
- Experience in shared services or global operating model preferred
- Ability to analyze financial data critically and deliver accurate, timely, and reliable insights
- Experience working with financial systems and managing data accuracy across reports and registers (SAP knowledge is a must)
- Professional level of Spanish and English, both written and spoken

### Commitment to Diversity and Inclusion

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

### Accessibility and Accommodation:

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please 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.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

**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:** Learn about all the ways we'll help you thrive personally and professionally.

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Дивизион  
Finance  
Business Unit  
Finance  
Место  
Мексика  
Сайт

INSURGENTES  
Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.  
Functional Area  
Аудит и финансы  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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