

Junior Payments Specialist - US

Job ID
REQ-10087425
сен 09, 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.

Ready to launch your career in a global finance organization where your work directly supports business operations worldwide? As a Junior Payments Specialist - US, you will play a vital role in ensuring accurate and timely payment execution while collaborating with colleagues across Finance, Treasury, and banking partners. This is an excellent opportunity to build expertise in payment operations, financial systems, and process excellence within a dynamic, international environment. If you are detail-oriented, eager to learn, and motivated to make an impact from day one, we would love to hear from you.

About the Role

Key Responsibilities

- Execute accurate and timely payment processing activities while meeting established service level agreements.
- Process vendor, payroll, tax, manual, and intercompany payments in compliance with operational procedures.
- Review payment instructions and supporting documentation to ensure accuracy, completeness, and policy compliance.
- Monitor payment status and resolve or escalate failed, blocked, or rejected transactions.
- Support internal controls, maintain audit documentation, and ensure adherence to compliance requirements.
- Collaborate with stakeholders and banking partners to address routine payment-related inquiries.
- Contribute to process improvements, system testing, and operational excellence initiatives.

Essential Requirements

- Bachelor's degree in finance, Accounting, Business Administration, Economics, or a related field.
- Up to 3 years of experience in Finance, Accounting, Treasury, Banking, or Shared Services operations.
- Basic understanding of payment processes, financial operations, and internal control principles.
- Strong attention to detail with a commitment to delivering accurate and high-quality work.
- Good analytical, problem-solving, and organizational skills in a fast-paced environment.
- Fluent English communication skills and the ability to collaborate across diverse global teams.

Desirable Requirements

- Experience working with SAP or other enterprise financial systems.
- Additional language skills or relevant certifications in Finance, Treasury, or Process Excellence.

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 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 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.
[Read our handbook \(PDF 30 MB\)](#)

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

Ajustes de accesibilidad

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 y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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