

Record to Report Specialist

Job ID

REQ-10090254

Окт. 30, 2026

Мексика

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Сводка

为上级提供财务报告和会计方面的专业建议，管理总分类账簿的报告与会计核算要求；及时、准确地确保符合外部和内部的会计报告要求。

About the Role

Major Accountabilities

- ~ 配合直属经理，协助开展财务活动、决策和一般项目。
- ~ 为总账登记提供及时且准确的支持。
- ~ 及时更新固定资产登记簿中的固定资产信息，包括在建资产和折旧计算，确保准确无误。
- ~ 做好分析或报告的准备工作，过程中要特别注意所提供数据的准确性、合规性和时效性（例如损益报告）。
- ~ 及时、准确地提供内部（财务合并报表和报告系统）和外部报告（包括法定账目、国家统计和税务信息）所需的所有数据。
- ~ 针对SAP问题提供“一线支持”，包括固定资产、现金和总账。
- ~ 参与国家/地区或业务单位层面的FRA项目。
- ~ 收到后 24 小时内报告与诺华产品相关的技术投诉/不良事件/特殊情况
- ~ 营销样本的分发（适用）

Key Performance Indicators

- ~内部客户对所提供财务分析的质量、适当性和及时性的满意度
- ~根据商定的SLA，确定客户对服务的满意度和具体流程的KPI。

Work Experience

- ~运营管理和执行

Skills

- ~了解价值驱动因素
- ~批判性思维
- ~影响关键利益相关者的能力
- ~有效沟通
- ~工艺优化
- ~建立高效的团队
- ~人才发展
- ~财务会计
- ~财务和管理报告
- ~资源配置

Language

英语

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
正式
Shift Work
No

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