

Record to Report Analyst

Job ID

REQ-10090344

Окт. 23, 2026

Мексика

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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.

Sponsorship Novartis is unable to offer sponsorship for this role.

Ready to turn financial data into insights that help the business move forward? As a Record to Report Analyst, you'll play an important role in ensuring accurate, timely, and compliant financial reporting while supporting key accounting activities across the general ledger and fixed assets. Working closely with Finance colleagues and business partners, you'll bring your analytical mindset and attention to detail to reporting, decision-making, and continuous improvement initiatives that strengthen the quality of our financial operations.

About the Role

Key Responsibilities

- Manage general ledger activities, ensuring accurate, timely, and compliant financial accounting and reporting.
- Maintain fixed asset records, including assets under construction, depreciation calculations, and related accounting activities.
- Prepare financial analyses and reports, with particular focus on profit and loss activities and data accuracy.
- Deliver accurate data for internal, statutory, tax, and other external financial reporting requirements.
- Provide first-line SAP support across general ledger, fixed assets, and cash-related accounting processes.
- Partner with Finance teams and managers on decision-making, projects, process improvements, and Financial Reporting and Accounting initiatives.

Essential Requirements

- Bachelor's degree in Accounting.
- Relevant experience in financial accounting, record to report, general ledger, or financial reporting.
- Knowledge of accounting principles, financial controls, and reporting requirements.
- Experience working with SAP or a comparable enterprise resource planning system.
- Strong analytical skills with the ability to interpret financial information and deliver accurate reporting.
- Strong communication and collaboration skills, with the ability to work effectively across Finance and business teams.

Desirable Requirements

- Experience working in the pharmaceutical, healthcare, or another highly regulated industry.
- Advanced knowledge of Microsoft Office tools, particularly Excel, for financial analysis, reporting, and data-driven decision-making.

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.

Accesibilidad y Adaptaciones

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? Explore People and Culture at Novartis: <https://www.novartis.com/about/strategy/people-and-culture>

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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

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