NOVARTIS

USA Payroll Expert

Job ID
REQ-10090686
Ноя. 09, 2026
Индия

Сводка

#LI-Hybrid

Location: Hyderabad, India

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

In this role you will provide operational expertise and leadership support for U.S. payroll services, ensuring accurate, timely, and compliant payroll delivery. You will support end-to-end payroll operations, lead complex analysis and reconciliations, strengthen controls, resolve operational issues, and drive continuous improvement. Success in the role requires strong U.S. payroll knowledge, analytical and Excel capabilities, and effective stakeholder coordination and management skills.

About the Role

Key Responsibilities

- **Oversee end-to-end U.S. payroll operations**, ensuring accurate and timely delivery in line with established calendars, controls, and procedures.
- Perform **complex payroll reconciliations and data analysis**, using advanced Excel capabilities to identify discrepancies, trends, and exceptions.
- Apply strong **U.S. payroll expertise** across gross-to-net, taxes, deductions, garnishments, benefits, off-cycle payments, overpayments, retroactive adjustments, and year-end activities.
- **Investigate and resolve complex payroll issues**, conducting root-cause analysis and coordinating corrective actions with relevant stakeholders.
- **Execute and strengthen payroll controls**, maintaining appropriate approvals, documentation, audit trails, and supporting evidence.
- **Coordinate effectively across HR, Benefits, Finance, Accounting, Tax, HRIS, and external payroll providers** to ensure consistent payroll delivery.
- Provide **operational leadership and guidance to the payroll team**, including prioritization, escalations, workload coordination, and accountability.
- Drive **continuous improvement and transformation**, identifying opportunities to simplify, standardize, and automate payroll processes while supporting system implementations, testing, and payroll projects.

Essential Requirements

- **3–5+ years of hands-on U.S. payroll experience**, ideally within a complex, high-volume environment.
- Strong knowledge of **end-to-end U.S. payroll operations**, including controls, reconciliations, adjustments, deductions, taxation, and issue resolution.
- **Advanced Microsoft Excel skills**, including PivotTables, XLOOKUP/VLOOKUP, SUMIFS, logical formulas, and analysis of large datasets.
- Strong **analytical and problem-solving capabilities**, with demonstrated ability to investigate discrepancies and perform root-cause analysis.
- Strong **organizational, prioritization, and operational management skills**, with the ability to manage multiple payroll activities and deadlines while maintaining accuracy, compliance, and confidentiality.
- **Proficient English and strong communication skills**, with the ability to effectively coordinate with stakeholders and support payroll team members.

Desirable Requirements

- Experience with **ADP payroll systems**.
- Experience with **HRIS/ERP platforms such as Workday or SAP**.

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 working with and providing 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 diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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
People & Organization
Business Unit

Human Resources
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Управление персоналом
Job Type
Full time
Employment Type
Regular
Shift Work
No

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