

Payroll Controls Specialist (Temporary 12 months)

Job ID
REQ-10010446
Jul 17, 2024
Mexico

Summary

To support the development of People & Organization (HR) processes, principles, and guideline for Payroll control processes as well as coordinate data analysis and evaluation, lead audit evidences requirement and support on administrative duties for Payroll.

About the Role

Major accountabilities:

Location: Hybrid. CDMX

- Support in documenting evidence for controls
- Payroll Tickets managing
- Support in uploading bank files for payment
- Run weekly report for Leavers
- Run quarterly report for UAR (GV access)
- Snow ticketing tool administration for payroll access
- Assistance on creation of Reporting for Controls (WRK.10 and WRK.05)
- Follow up on control evidences and action
- Perform audit over evidences delivered

Minimum Requirements:

Work Experience:

- Operations Management and Execution.
- 3 -5 years of experience in Payroll process
- Experience participating in audits

Skills:

- Proficient in Excel
- Action Oriented, Collaborates, Agile learning, Customer focus
- Experience in SAP environment desirable.

Languages :

- Advance English level

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Division

People & Organization

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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