

# Payroll Services Expert US (Temporary 9 months))

Job ID  
REQ-10012146  
Jul 18, 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

Location: Hybrid. CDMX

### Major accountabilities:

- Support the team in the operational activities such as but not limited to US Stock, Taxes & Month End process
- Responsible for providing assistance to employees and Stakeholders, as well as the interface with areas related to Payroll such as finance, accounts payable, accounting, tax
- Input information into the ADP system for the correct calculation of Payroll
- Track service requests and troubleshoots – analyze error messages and questions -Support periodic cost and efficiency analyses to support productivity objectives -Support personnel cost budgeting process and control.
- Responsible for Payroll financial controls (NFCM), accuracy and correct delivery thereof.

### Minimum Requirements:

- University degree.
- Proficient in English (written & spoken).
- 3-4 years proven experience in Payroll for US
- Working knowledge with Payroll Systems – ADP is highly preferred, but no mandatory.
- Working knowledge of federal and state regulations/taxes.
- Customer focused solutions, Proactive thinking and Problem solving.

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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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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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