

Order to Cash Specialist

Job ID
REQ-10015629
Jul 22, 2024
Mexico

Summary

Proporcionar soporte analítico a la disciplina FSC para informes financieros, cumplimiento y precisión de datos. Manejar y coordinar la preparación de informes, asegurando su puntual presentación.

About the Role

Location: Mexico City #Hybrid

Your responsibilities include, but are not limited to:

- Supervise the operations of the Collection specialist, and lead regular review of statement of accounts.
- Ensure customer invoices and statements are accurate, credit memos are promptly issued, disputes are promptly resolved and customer payments are promptly and accurately posted.
- Manage reconciliation of assigned balance sheet accounts and ensure timely resolution and clean-up of overdue items identified. Reconcile revenue deductions and align with R2R to ensure accurate accounting of these deductions.

SERVICE DELIVERY:

- Operational oversight to provide services at encouraged levels with a clear customer focus.
- Interacts proactively with Mexico Business Partner, Customer Relations, KAMs and CFOs to ensure a fast recovery of the accounts receivables.

COMPLIANCE

- Ensures compliance with Country LSI, Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements.

Role Requirements :

- University Degree in finance or in Accounting
- 2-4 years of collection experience
- Fluent English (written and spoken)

- Strong knowledge of Excel

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>

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Division

Finance

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

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

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Ajustes de accesibilidad

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 des empeñar 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.

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