

# Procure to Pay Sr. Specialist MR11

Job ID  
REQ-10029265  
Nov 20, 2024  
Mexico

## Summary

Proporcionar asesoramiento experto a superiores para una subárea dentro de FSC y actividades clave relacionadas; asegurar el cumplimiento de los requerimientos de informes contables externos e internos oportunamente y con exactitud.

## About the Role

Your Key Responsibilities:

- Follow up mail to PO with items >90 days to PO owner (requester), guaranteeing actions plans, generating meetings with team involved and trying to close open items.
- Responsible to prepare and sent to approving WO according to LSI.
- Excellent attention to detail ensuring high-quality standards are implanted in our transactions and systems
- Reviewer/ Execution for sensitive transactions MR11, MRBR, MIGO and FBRA.
- Business User GRIR training.
- Ensure application of agreed Novartis control procedures and actively support to deliver SOX certification.

Role Requirements :

- University level degree in business Accounting/Finance.
- 4+ years of experience in accounting, accounts payable or analyst role.
- Proficient in MS Office applications such as Word, Excel and Power Point
- Experience with SAP, or comparable systems, preferred.
- English and Spanish (advanced).
- Good analytical skills and problem-solving ability

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

**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 desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto: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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5. <mailto:tas.mexico@novartis.com>
6. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/Procure-to-Pay-Sr-Specialist-MR11\\_REQ-10029265-1](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/Procure-to-Pay-Sr-Specialist-MR11_REQ-10029265-1)