

# Payroll Controls Specialist (Temporary 12 months)

Job ID  
REQ-10010446  
Juil 17, 2024  
Mexique

## Résumé

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

Emplacement

Mexique

Site

INSURGENTES

Company / Legal Entity

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

Functional Area

Ressources humaines

Job Type

Full time

Employment Type

Regular

Shift Work

No

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