

Payroll Services Expert US (Temporary 9 months))

Job ID
REQ-10012146
Aug 05, 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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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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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Accessibility and accommodation

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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