

Job Description

Job Title : Senior Accountant – Operations Accounting & Reporting
Job Id : 1046019
Target Openings : 1
Locations : United States-Tennessee-Memphis

About Pfizer

A career at Pfizer offers opportunity, ownership and impact.

All over the world, Pfizer colleagues work together to positively impact health for everyone, everywhere. Our colleagues have the opportunity to grow and develop a career that offers both individual and company success; be part of an ownership culture that values diversity and where all colleagues are energized and engaged; and the ability to impact the health and lives of millions of people. Pfizer, a global leader in the biopharmaceutical industry, is continuously seeking top talent who are inspired by our purpose to innovate to bring therapies to patients that significantly improve their lives.

Role Description

This position will have responsibility for supporting selected areas within the Operations Accounting and Reporting team which is responsible for accounting, reporting and analysis for certain US, Canada, Puerto Rico and Global processes. Specific responsibilities of this position include:

- Perform daily activities surrounding teams' assigned areas of responsibility
- Participate in month end financial close activities for US, Puerto Rico, and Canada legal entities
- Prepare complex quarterly and year end reporting for US, Puerto Rico, and Canada legal entities
- Collaborate with Division/Market colleagues, Controllers/Consolidations, Treasury, Legal and Corporate Tax on strategic projects and process improvements. Involvement will require problem solving, communication, presentation and analytical skills
- Lead efforts related to system changes and/or implementations impacting area(s) of responsibility
- Ensure processing efficiencies utilizing innovative technical and processing solutions
- Ensure process changes are in compliance with Pfizer accounting / internal control policies and SOX, including related document maintenance
- Serve as liaison with internal and external audit regarding audit management and issue

remediation

- Develop and assist in automating accounting processes, analysis techniques and reporting functionality
- Work independently with other departments / international locations to research, analyze and resolve irregularities and discrepancies
- Maintain and develop relationships with groups serviced by GFS Americas as well as within GFS
- Provide support to the divisions and Controllers/Consolidations related to acquisitions or divestitures
- Review select output from staff and/or peers.
- Support Financial Reporting initiative by:
 - Coordinating assignment of accounts for manual segmentation
 - Performing direct assignment for GFS-owned accounts & ensuring full segmentation
 - Uploading CDC BI journal entries
 - Preparing analytical package and ensuring resolution of related questions

Responsibilities

Some of the key position responsibilities include the following:

- Ensure accounting transactions are in compliance with Pfizer accounting policy and US GAAP
- Maintain complete and accurate tasks lists and status of open items
- Prepare financial and accounting analysis completely and accurately
- Consistently deliver required work product with no necessary adjustments/corrections
- Research and resolve discrepancies and complex technical accounting issues as necessary
- Identify and communicate issues and be proactive in determining impact and proposed resolution
- Lead development and presentation of training activities
- Prepare complex analysis for internal customers, external accountants and corporate audit; own all required support including the resolution and remediation of open questions and concerns
- Identify continuous improvement opportunities and lead the development of range of solutions
- Review selected financial and accounting analysis prepared by staff accountants
- Seek opportunities to participate in special projects and other initiatives that are in addition to existing role and responsibility
- Lead organization/team committees
- Informally mentor staff accountants
- Seek opportunities to participate in site initiatives
- Engage directly with customers and business partners on complex activities and deliverables; maintain effective relationships with business partners
- Demonstrate an advanced understanding of SAP
- Lead significant elements of the month end close process
- Willingness to accept occasional travel for meetings and projects

- Prepare complete and accurate standard operating procedures and SOX related internal control documentation involving new activities and/or updating for process changes as required
- Maintain entire domestic and/or international general ledgers including the preparation of material journal entries and complex balance sheet account reconciliations
- Prepare complex quarterly web forms for general ledgers
- Participate in GRCC testing
- Demonstrate ability to perform and deliver in areas involving ambiguity
- Demonstrate ownership of personal and professional development
- Begin developing areas of expertise and process ownership of global and/or complex areas
- Demonstrate contributions to GPW, TIP and BIC global initiatives
- Operational Transformation support including independently driving issue resolution, serving as first point of contact for escalations and reviewing analysis/work product prepared by support staff

Qualifications

EDUCATION AND EXPERIENCE:

- Bachelor degree in accounting or finance required
- Masters preferred
- 4+ years of relevant functional accounting or finance experience
- CPA required (or equivalent international certification)
- Public accounting experience preferred
- Key ERP and edge system experience preferred

TECHNICAL SKILLS REQUIREMENTS:

Intermediate accounting and financial reporting skills that include the following:

- Demonstrated advanced technical US GAAP and financial reporting knowledge and experience
- Advanced SAP and HFM skills preferred
- Proficiency in PC skills (MS Excel, Word, Power Point) required
- Advanced Excel skills
- Excellent oral, written, and overall communication skills
- Strong Analytical and critical thinking skills
- Ability to informally mentor staff accountants
- Ability to work independently, manage multiple priorities, and solve problems in an unstructured environment
- Strong business acumen and professionalism with the ability to interface effectively with all levels of management and operations colleagues in all applicable Pfizer Finance and business functional areas
- Ability to perform and deliver in areas involving ambiguity

Equal Employment Opportunity

Pfizer is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, national origin, disability or veteran status. Pfizer also complies with all applicable national, state and local laws governing nondiscrimination in employment as well as work authorization and employment eligibility verification requirements of the Immigration and Nationality Act and IRCA. Pfizer is an E-Verify employer.