



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

Accounting and Order Processing Specialist

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a detail-oriented and organized individual to join our team as an Accounting and Order Processing Specialist. This role will be responsible for managing day-to-day bookkeeping tasks, processing customer orders, and providing order updates to ensure a seamless customer experience.

Responsibilities

Basic Accounting & Bookkeeping

- Record financial transactions and maintain accurate ledgers.
- Reconcile bank statements and other financial records.
- Assist with month-end and year-end financial closings.
- Prepare basic financial reports as needed.
- Manage accounts payable/receivable and assist with invoicing.

Order Processing

- Process customer orders and ensure accurate entry into the system.
- Coordinate with the warehouse and shipping teams to ensure timely order fulfillment.
- Monitor inventory levels and alert relevant teams when stock is low.

Customer Communication & Updates

- Update customers on their order status, including shipping confirmations and delays.
- Respond to customer inquiries related to orders and resolve any order-related issues.
- Maintain excellent customer service through timely and professional communication.

Qualifications

- Previous experience in basic accounting and bookkeeping is preferred.
- Familiarity with accounting software (e.g., QuickBooks, Xero) and order management systems.
- Strong attention to detail and organizational skills.
- Ability to multitask and manage time efficiently in a fast-paced environment.
- Exceptional verbal and written communication skills.
- High proficiency in Microsoft Office Suite, especially Excel.

Preferred Skills

Experience in an e-commerce environment is a plus.

Knowledge of CRM or ERP systems for order processing.

Preferred Qualifications

- CPA or working towards CPA designation
- Experience with limited partnership structures and waterfall calculations
- Familiarity with investor reporting platforms or fund administration tools

Apply to this position

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