



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!

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Job Title

Payroll Support Assistant

Location

Remote

Client

Undisclosed

Job Summary

A U.S.-based home health care provider is seeking a reliable and detail-oriented Payroll Support Assistant to strengthen its back-office operations. In this role, you will be responsible for tracking, organizing, and verifying invoices submitted by independent (1099) care contractors. Your work will be essential in ensuring all billing information is accurate and properly aligned

with service records, contributing to the smooth and efficient delivery of high-quality home health care.

Responsibilities

- Review and verify invoices submitted by 1099 care contractors.
- Cross-check service dates and times against company records.
- Communicate with contractors via email or phone to clarify or correct invoice details.
- Maintain accurate logs and records using Excel or Google Sheets.
- Coordinate with the internal team to ensure timely and accurate payments.
- Identify discrepancies or missing documentation and follow up as needed.
- Ensure documentation is complete and compliant with Company's Home Health's procedures.

Qualifications

- Excellent written and spoken English.
- Strong attention to detail.
- Proficiency with Excel or Google Sheets.
- Good interpersonal and communication skills.
- Ability to work independently and manage time effectively.
- Previous experience with invoicing or administrative tasks is a plus

Apply to this position

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