



## 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

AR Credits and Collections Specialist

### Location

Remote

### Client

Undisclosed

### Job Summary

As the AR Credits & Collections Specialist, you take pride in making every customer interaction a positive one. You are responsible for ensuring timely collection of outstanding receivables for all WellMore brands. You take customer service seriously while having fun at work. You value

integrity, customer service; you take ownership and show initiative in everything you do and are performance driven

## **Responsibilities**

- Responsible for ensuring timely collection of outstanding receivables to meet collection objectives.
- Communicate professionally with customers via phone and email; strengthen relationships through timely communication regarding past-due accounts.
- Create and send customer statements.
- Follow up with customers for payment status.
- Process credit card payments made by customers.
- Research, understand, and process account adjustments.
- Notify order processing team when orders have been paid and can be released.
- Ensure the correct tax rate is applied to all invoices (both Canadian and US state taxes)
- Ability to problem-solve and respond to customer inquiries.
- Daily reconciliation of accounts.
- Invoice creation, EDI and auto invoicing customers
- Identify problem accounts and escalate collection action.
- Prepare Weekly, Monthly Dashboards with commentary.
- Prepare Weekly Cash Forecast reporting.
- Support the success of the AR Team through key periods of change by having an infectious, positive, and can-do attitude.
- Support process improvement, by collaborating with various departments and executing ideas with strong understanding of lateral impacts.
- Support Accounts Receivable Team by performing ad hoc duties as required.
- Provide coverage and support other AR functions in the event of unexpected increase in transactional volume.

## **Qualification**

- 5+ years of Accounts Receivable and collections experience
- Experience working in a high-volume data entry environment

- Proficient in Microsoft Word & Excel
- Excel proficiency, specifically v-lookups and pivot tables
- Experience working with ERP systems (NetSuite knowledge is a plus)
- CPG industry experience
- Ability to adapt to change, problem solve and think outside the box to get results
- Highly organized with an eye for detail and accuracy
- Exceptional time management skills and thrives working under pressure
- Self-motivated team player with a pleasant and professional demeanor
- Ability to communicate effectively with individuals at all organization levels, including senior management.

**Apply to this position**

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>