



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

Bookkeeper

Location

Remote

Client

Undisclosed

Job Summary

We are seeking an experienced Bookkeeper with a strong background in accounts payable (AP), accounts receivable (AR), and extensive hands-on experience with QuickBooks Desktop. This role is responsible for maintaining accurate financial records, processing invoices, managing vendor and customer accounts, and ensuring timely reconciliations and reporting.

The ideal candidate will work closely with the finance team to streamline processes and support month-end and audit procedures.

Responsibilities

- Process and record all accounts payable transactions, including handling invoices, purchase orders, and expense reimbursements.
- Manage accounts receivable functions by generating invoices, monitoring collections, and applying cash accurately.
- Reconcile bank statements and resolve discrepancies in AP and AR accounts in a timely manner.
- Maintain and update general ledger entries and assist with monthly, quarterly, and annual financial closings.
- Utilize QuickBooks Desktop for day-to-day bookkeeping tasks, data entry, and generating detailed financial reports.
- Generate regular financial reports to support management decision-making and ensure compliance with company policies and accounting standards.
- Maintain accurate vendor and customer records, ensuring that all transactions are properly documented.
- Collaborate with the finance team to identify process improvements and enhance overall efficiency.
- Provide support during audits by preparing necessary documentation and responding to inquiries.

Qualification

- 3 years of experience in bookkeeping, with a focus on AP, AR, and proficiency in QuickBooks Desktop.
- Solid understanding of accounting principles and financial best practices.
- Excellent attention to detail and strong organizational skills.
- Ability to work independently and manage multiple tasks in a fast-paced environment.
- Strong communication and interpersonal skills, with the ability to collaborate effectively across teams.

- Proficiency in Microsoft Excel for data analysis and report generation.
- English level C1+

Apply to this position

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