



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

AP Specialist

Location

Remote

Client

Undisclosed

Job Summary

The Accounts Payable (AP) Specialist will oversee the accounts payable process, including the review, approval, and processing of invoices. This role will ensure that payments are made according to vendor terms while maintaining accurate financial records. The AP Specialist will work closely with internal teams to ensure smooth and efficient processing of all payables.

Responsibilities

- Review, verify, and process vendor invoices, ensuring proper approval and coding of expenses.
- Match invoices with purchase orders and receiving documents to ensure accuracy and resolve discrepancies.
- Prepare and enter invoices into the accounting system for timely payment.
- Ensure that all accounts payable transactions are recorded accurately and in a timely manner.
- Ensure that vendor payments are processed in a timely manner, adhering to established payment terms.
- Prepare and process payment runs, including EFT and ACH payments, and wire payments.
- Maintain accurate records of all payments and transactions for reconciliation and reporting purposes, including regular reconciliation of monthly vendor statements.
- Maintain positive relationships with vendors and resolve any discrepancies or issues related to invoices, payments, or billing terms.
- Respond to vendor and internal inquiries and emails regarding payment status and account issues.
- Prepares month end AP accruals
- Reconciles monthly Credit Card statements, including coding and posting expenses by Journal Entry
- Reconcile accounts payable subledger to the general ledger at month-end, ensuring accuracy of financial records.
- Assist with the preparation of month-end and year-end closing processes, including reviewing AP-related accounts.
- Ensure compliance with company policies, internal controls, and applicable tax regulations (e.g., sales tax, 1099 reporting).
- Maintain accurate and organized AP files and records, including invoices, payment vouchers, and correspondence.

- Assist with audits by providing documentation and responding to audit inquiries as needed.
- Identify and recommend improvements to the accounts payable process to increase efficiency and accuracy.
- Assist with the implementation of new AP software or tools to streamline processes.
- Stay up to date on best practices and industry standards in accounts payable.

Qualification

- Associate's degree in Accounting, Finance, or related field; bachelor's degree preferred.
- 2–4 years of experience in accounts payable or a similar finance role.
- Able to handle high volume Accounts Payable processing (500–600 invoices/ month) in a fast-paced working environment
- Strong knowledge of accounting principles and accounts payable processes.
- Proficiency in accounting software (e.g., NetSuite, QuickBooks, or similar platforms). Experience with NetSuite and Concur is an asset
- Must have knowledge and experience with Microsoft Excel
- Able to multitask and has excellent attention to detail, with the ability to accurately process and record financial transactions.
- Strong organizational and time management skills, with the ability to prioritize tasks.
- Strong communication skills and ability to work collaboratively with internal teams and external vendors.
- Willingness to learn and improve skills as required
- Deadline oriented for period end duties
- Ability to maintain confidentiality and handle sensitive financial information

Apply to this position

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