



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

Accounts Receivable Representative

Location

Remote

Client

Undisclosed

Job Summary

We are looking for enthusiastic individuals to join their finance team as Entry-Level Accounts Receivable Clerks. This is a fantastic opportunity for those looking to begin their career in finance and gain hands-on experience in accounts receivable processes. No prior experience is required!

Responsibilities

- Answer inbound calls, make outbound calls, and connect with current and former students regarding their payment plans.
- Respond to student inquiries through an email ticket system to assist with past-due accounts.
- Process and update credit card payments.
- Build rapport with students and identify their needs.
- Utilize strong communication skills to help create effective solutions.
- Document communication summaries in our system.
- Adhere to company policies and procedures with integrity and honesty.
- Provide excellent customer service by directing students to the appropriate contacts for their inquiries

Qualification

- A strong eagerness to learn and develop financial expertise.
- Excellent attention to detail and strong organizational skills.
- Effective communication skills, both written and verbal.
- Fluency in English is required.
- A quiet, dedicated workspace, free from background noise.
- A laptop or PC with at least 8-16 GB of RAM and internet speeds of 50 MBPS (download) and 10 MBPS (upload) or higher.
- A second monitor, headset, keyboard, and mouse will be provided by the company.

Apply to this position

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