



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 Payable and Receivable Specialist

Location

Remote

Client

Undisclosed

Job Summary

We are looking for an experienced AP & AR Specialist that will oversee said functions for the 109Co Portfolio and 109Co corporate. This is a full-time position with competitive compensation. You will report directly to 109Co's Property Accountant and Corporate Controller.

Responsibilities

Accounts Payable

- Input invoices in accounting software with general ledger codes provided
- Communicate with third-party vendors
- Manage utilities accounts including online payments
- Set up and maintain vendors in accounting system
- Process and post payments in accounting system
- Prepare 1099s
- Calculate and record property management, asset management, construction oversight, and leasing fees
- Process 109Co Corporate credit card reports and process for reimbursement, if applicable
- Process wire transfers within various banking system and manage available cash balances

Accounts Receivable

- Prepare tenant billing and ensure electronic submission
- Post escalations, late fees, and other pass-thru billings to tenants
- Entering leases and lease amendments into accounting software
- Respond to billing-related tenant inquiries

Qualification

- 2–3 years of experience.
- Real estate accounting experience and/or Yardi is a plus
- Strong verbal and written communication skills are essential
- Proficient in Excel, Outlook/Gmail, Word, Adobe Acrobat

Apply to this position

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