



## 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](http://www.lateampartners.com)

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### Job Title

Property Accountant

### Location

Remote

### Client

Undisclosed

### Job Summary

We are seeking an experienced Property Accountant (Contractor) with proven expertise in App Folio Property Manager. This role is responsible for managing the financial operations of our property portfolio, ensuring accuracy in reporting, and maintaining compliance with accounting

standards. The ideal candidate will be detail-oriented, proactive, and able to work independently in a remote setting.

### **Responsibilities**

- Perform monthly bank reconciliations and ensure balance sheet accuracy.
- Record and review journal entries, including accruals, prepaid expenses, fixed assets, and loan-related transactions.
- Manage accounts payable and accounts receivable, including vendor payments and tenant bill-backs.
- Maintain accurate general ledger entries in App Folio and ensure proper coding of transactions.
- Prepare financial statements and monthly/quarterly reports for management.
- Monitor cash flow, collections, and disbursements.
- Coordinate with property managers and vendors to resolve financial discrepancies.
- Process property tax payments and track deadlines.
- Support audits and provide required documentation.
- Perform ad hoc accounting projects as needed

### **Qualification**

- Proven experience using App Folio Property Manager for accounting, reporting, and reconciliation.
- Bachelor's degree in Accounting, Finance, or related field (preferred).
- Solid understanding of property management accounting principles.
- Strong analytical skills with high attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to work independently in a remote contractor capacity.

### **Apply to this position**

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