LaTeam
YOUR LATAM TEAM

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

Billing Specialist

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a detail-oriented and motivated Billing Specialist to join our team. The ideal candidate will have prior experience in billing, invoicing, and order entry, with a solid understanding of sales tax and commissions. This role requires accuracy, strong organizational skills, and the ability to manage multiple priorities in a fast-paced environment. Experience with Macola software is a plus, but not required.

Responsibilities

- Accurately process billing, invoicing, and order entry in a timely manner.

- Ensure all transactions comply with applicable sales tax regulations.

- Enter, review, and validate data to maintain accuracy across billing systems.

- Calculate and process commission payments as needed.

- Monitor accounts to identify and resolve billing discrepancies.

- Collaborate with internal teams to ensure accurate order and billing processes.

- Maintain organized billing records and documentation for audit and compliance purposes.

- Assist with month-end closing and reporting as related to billing and revenue.

Qualification

- +3 years of experience in billing, invoicing, and/or order entry.

- Knowledge of sales tax regulations and commission calculations preferred.

- Strong data entry skills with excellent attention to detail and accuracy.

- Proficiency with Microsoft Office Suite (Excel required).

- Experience with Macola software is a plus, but not required.

- Highly organized, motivated, and able to meet deadlines.

- Strong communication and problem-solving skills.

Apply to this position

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