



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

Bookkeeper

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a detail-oriented and experienced Bookkeeper with hands-on experience using AIA (American Institute of Architects) billing software to manage construction-related financial documentation and accounting processes.

The ideal candidate will have a strong understanding of construction billing, contracts, and project accounting, along with excellent organizational skills and the ability to work independently in a remote environment.

Responsibilities

- Prepare and manage AIA billing applications (G702/G703 forms), including schedule of values and progress billings.
- Maintain accurate records of invoices, receipts, purchase orders, and vendor payments.
- Reconcile accounts payable and receivable, ensuring all financial transactions are properly recorded.
- Track job costs and allocate expenses accurately to specific projects.
- Generate monthly financial reports and assist with cash flow tracking.
- Support the accounting team with general ledger maintenance, payroll entries, and month-end closing.
- Communicate with project managers, vendors, and clients to ensure timely billing and payment processing.
- Maintain compliance with internal accounting controls and external reporting requirements

Qualifications

- 2+ years of bookkeeping or accounting experience, preferably in the construction industry.
- Proven experience using AIA billing software (G702/G703 forms).
- Proficiency in QuickBooks (Online or Desktop) and Microsoft Excel.
- Understanding of job costing, retainage, and progress billing.
- Strong attention to detail, organization, and accuracy.
- Excellent communication and problem-solving skills.
- Ability to meet deadlines and work independently in a remote setting.
- English level: C1 or above (required).
- Experience with project management or construction accounting software (e.g., Procore, Sage 300, Buildertrend).
- Familiarity with GAAP accounting principles.

- Associate's or bachelor's degree in Accounting, Finance, or related field (preferred but not required).

Apply to this position

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