



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

Bookkeeper

Location

Remote

Client

Undisclosed

Job Summary

Drinks 2Go is seeking an experienced Full-Charge Bookkeeper to join its growing remote team. The role requires a highly organized and detail-oriented accounting professional with strong QuickBooks Online (QBO) skills and experience managing the full accounting cycle. This position involves handling financial reporting, reconciliations, collections, and coordination with external accountants in the U.S.

Responsibilities

- Manage all bookkeeping functions (except issuing sales invoices).
- Record income and expenses and reconcile bank and credit card accounts.
- Prepare monthly financial reports, including trial balance, general ledger detail, and AP/AR aging.
- Send out AR statements and perform collection calls as needed.
- Prepare monthly sales tax reports for external accountants.
- Maintain loan and lease schedules, fixed asset records, and COGS adjustments.

Qualifications

- Bachelor's degree in Accounting (required).
- Minimum of 5 years of bookkeeping experience.
- Strong proficiency in QuickBooks Online (QBO).
- Excellent attention to detail, accuracy, and organization.
- Comfortable handling collection communications with clients.
- Reliable, independent, and able to manage deadlines in a remote setting.

Apply to this position

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