



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

Controller

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a highly organized and detail-driven Controller to oversee end-to-end accounting operations, including cash management, intercompany accounting, contracts, and legal document workflows. This role ensures all financial systems—QuickBooks, Excel Bookkeeping, and banking platforms remain fully aligned and audit-ready, supporting smooth payables, receivables, and tax processes. The Controller will serve as the financial backbone of

the organization, working closely with leadership to maintain financial accuracy and operational efficiency.

Responsibilities

Accounts Payable

- Maintain a monthly AP list and prepare invoices on the 1st of each month.
- Process vendor bills, obtain approvals, and release payments.
- Record all transactions in QuickBooks and Excel Bookkeeping.
- Maintain complete digital and physical audit trails.

Accounts Receivable

- Prepare and send outgoing invoices, confirm fund receipts, and reconcile transactions.
- Maintain accuracy across bank accounts, Google Sheets, and QuickBooks.

Bank Reconciliation

- Review all bank activity daily and update Excel Bookkeeping to ensure perfect alignment. Conduct weekly reconciliation meetings with Operations to confirm all balances match.

Internal Accounting

- Manage intercompany accounting, including loans, advances, and reimbursements.
- Maintain partner capital and distribution schedules in an organized manner.

Contracts & Legal Documents

- Lead end-to-end contract management: analyze, negotiate, approve, and file all agreements. Manage consignment, lease, collateralized loan, and mortgage contracts.
- Maintain version control, signature logs, and fully executed document repositories.

Budgeting & Cash Flow

- Build budgets and rolling cash-flow projections.
- Develop ad-hoc financial models and deal analyses.

Tax Preparation Liaison

- Act as main point of contact with external CPA and tax counsel.
- Keep QuickBooks and tax folders current for efficient filing.
- Manage quarterly tax payments and maintain compliance calendars

Qualifications

- 5+ years of experience in private equity, corporate finance, real estate finance, or lending.
- Advanced proficiency in Microsoft Excel / Google Sheets (pivot tables, lookups, modeling).
- Fluent English (native-level written and spoken communication).
- Strong knowledge of financial statements and accounting principles.
- Proven experience in AP/AR cycles, bank reconciliations, intercompany accounting, and close processes.
- Ability to review and analyze legal contracts (clauses, risk identification, suggested remedies).
- Exceptional organization, documentation skills, and ability to thrive in lean environments.
- High integrity and confidentiality handling sensitive data.
- Valid U.S. visa and ability to travel occasionally if needed.

Nice-to-Have

- Interest or background in the art world.
- Proficiency in Spanish.

Apply to this position

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