



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 looking for a detail-oriented Bookkeeper to manage the day-to-day financial transactions of our company. The ideal candidate will have strong experience working with QuickBooks, excellent organizational skills, and a solid understanding of accounting principles.

Experience in the construction industry is highly preferred.

This role focuses on categorizing daily transactions, maintaining accurate records, and supporting the accounting team to ensure financial data is complete and up to date. You will work closely with a Spanish-speaking team, and while most communication will be in Spanish, you should be comfortable reading financial documents or system interfaces in English.

Responsibilities

- Record and categorize daily financial transactions in QuickBooks.
- Reconcile bank and credit card accounts regularly.
- Review and verify invoices, receipts, and expense documentation.
- Ensure accurate coding of transactions to the proper accounts, projects, or cost centers.
- Maintain organized records of accounts payable and receivable.
- Assist with month-end closing activities and financial reporting.
- Flag and resolve discrepancies or irregularities in financial data.
- Support the accounting team with data entry and reporting as needed.
- Manage and track expenses related to construction projects (materials, labor, subcontractors, etc.).
- Communicate with team members to clarify or verify transaction details.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field (preferred).
- 2+ years of experience as a Bookkeeper or Accountant.
- Strong proficiency with QuickBooks (Online or Desktop).
- Experience in the construction industry is a strong plus.
- Solid understanding of bookkeeping and accounting principles.
- High attention to detail and accuracy.
- Strong organizational and time-management skills.
- Basic English skills (able to read invoices, statements, or software in English).
- Comfortable working in an all-Spanish-speaking team.

Apply to this position

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