



## 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**

Accounts Payable Analyst

### **Location**

Remote

### **Client**

Undisclosed

### **Job Summary**

We are seeking a detail-oriented and highly organized Accounts Payable Specialist to join our dynamic finance team. The ideal candidate will manage and maintain accounts payable functions, ensuring accurate and timely processing of vendor invoices, payments, and compliance with company policies.

## **Responsibilities**

- Process and manage vendor invoices, ensuring proper authorization, coding, and matching to purchase orders or contracts.
- Perform daily, weekly, and monthly accounts payable tasks, including invoice entry, payment processing, and reconciliation of accounts.
- Prepare and process payments to vendors, including manual and electronic payments, adhering to payment terms.
- Assist in resolving invoice discrepancies or disputes with vendors promptly.
- Maintain accurate and up-to-date records of accounts payable transactions, ensuring compliance with internal controls and procedures.
- Prepare accounts payable reports for internal and external audits.
- Collaborate with other departments to resolve any issues related to payments or vendor management.
- Assist in month-end and year-end closing processes.
- Ensure compliance with relevant tax laws.
- Participate in process improvement initiatives to streamline accounts payable workflows and improve efficiency.
- Support the accounts payable team in resolving complex inquiries, and assist with training junior team members when required

## **Qualifications**

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 2 years of experience in accounts payable or a similar finance role.
- Proficient in accounting software and MS Office applications, with advanced Excel skills.
- Strong understanding of accounts payable processes, accounting principles, and internal controls.
- Excellent attention to detail and organizational skills.
- Ability to handle multiple tasks and meet deadlines in a fast-paced environment.
- Strong communication and interpersonal skills for effective vendor management and collaboration across teams.

## **Apply to this position**

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