



## 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 Specialist

### **Location**

Remote

### **Client**

Undisclosed

### **Job Summary**

We are seeking a detail-oriented and proactive Accounts Payable Specialist with experience in the hospitality industry, ideally within hotel operations. The successful candidate will play a key role in ensuring accurate and timely processing of invoices, expense reports, and vendor payments, supporting the financial health of the organization.

## **Responsibilities**

- Process, review, and verify invoices and vendor payments in compliance with company policies.
- Manage accounts payable ledgers, ensuring all transactions are recorded accurately and on time.
- Reconcile vendor statements and resolve any discrepancies promptly.
- Collaborate with hotel operations teams to ensure accurate coding of expenses and alignment with budgets.
- Support month-end closing activities, including accruals and reporting.
- Maintain positive relationships with vendors by addressing inquiries and resolving payment issues.
- Assist with process improvements and system optimization in the AP function.

## **Qualifications**

- Proven experience as an Accounts Payable Specialist, preferably within the hospitality industry (hotels strongly preferred).
- Strong knowledge of accounts payable processes, invoice management, and vendor relations.
- Proficiency with MS Office (Excel in particular).
- Strong attention to detail, organizational skills, and ability to manage multiple priorities.
- Excellent communication skills and a service-oriented approach
- Familiarity with hotel-specific financial operations and reporting

## **Apply to this position**

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