



## 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](http://www.lateampartners.com)

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### **Job Title**

Bookeeper

### **Location**

Remote

### **Client**

Undisclosed

### **Job Summary**

We are seeking a detail-oriented and reliable Bookkeeper to join our Accounting Advisors team. The ideal candidate will have strong experience managing day-to-day accounting operations, deep familiarity with QuickBooks, and the ability to support multiple clients with accuracy, professionalism, and proactive communication. This role is essential to maintaining our clients' financial health and ensuring all records remain organized, up-to-date, and compliant.

## **Responsibilities**

- Maintain and update accurate financial records for multiple clients.
- Process and manage accounts payable and accounts receivable.
- Perform bank reconciliations, credit card reconciliations, and general ledger maintenance.
- Create, send, and track invoices; process payments and receipts.
- Prepare financial statements, reports, and summaries as needed.
- Assist with month-end and year-end closing activities.
- Manage payroll processing and related filings (if applicable).
- Communicate directly with clients to gather documentation, clarify discrepancies, and provide updates.
- Ensure compliance with accounting standards and internal processes.
- Collaborate with senior accountants or CPA team members when required.

## **Qualifications**

- 2+ years of proven experience as a Bookkeeper, preferably within an accounting or advisory firm.
- Strong proficiency in QuickBooks.
- Solid understanding of basic accounting principles.
- Experience with invoicing, reconciliations, AP/AR, and financial reporting.
- High attention to detail, accuracy, and organizational skills.
- Strong communication skills and ability to manage client relationships.
- Proficiency in Microsoft Excel and Google Workspace.
- Ability to work independently, multitask, and meet deadlines.
- Experience with real estate accounting is a plus, but not required.

## **Apply to this position**

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