



## 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

Bookkeeper

### Location

Remote

### Client

Undisclosed

### Job Summary

We are looking for a detail-oriented and reliable Bookkeeper to join our team. The ideal candidate will have solid experience using QuickBooks and a strong understanding of accounting principles. Experience in the real estate industry is highly preferred. This role involves managing day-to-day bookkeeping operations, ensuring financial accuracy, and supporting management with timely reports and insights.

## **Responsibilities**

- Record daily financial transactions in QuickBooks and maintain accurate ledgers.
- Reconcile bank accounts, credit cards, and other financial accounts on a regular basis.
- Manage accounts payable and receivable; track invoices and payments.
- Categorize expenses and ensure transactions are properly coded.
- Assist with monthly, quarterly, and annual financial reports.
- Maintain organized records for all financial data, statements, and receipts.
- Collaborate with management to ensure accurate reporting for each property or project.
- Support accountants during audits, tax preparation, and year-end closing.
- Ensure compliance with internal policies and accounting standards.

## **Qualifications**

- 3+ years of bookkeeping experience (real estate industry preferred).
- Proficiency in QuickBooks.
- Strong understanding of accounting principles and financial statements.
- Experience managing multiple entities or property accounts is a plus.
- High attention to detail and accuracy in data entry and reconciliation.
- Excellent organizational and time management skills.
- Strong written and verbal communication in English.
- Proficient in Microsoft Excel and Google Workspace.

## **Apply to this position**

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