



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

Job Title

Bookkeeper

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a highly organized and detail-oriented Bookkeeper to support 5–15 clients simultaneously, primarily within the construction and trades industry. This is a hands-on, fast-paced role responsible for full-cycle bookkeeping including AP, AR, payroll, reconciliations, and month-end close tasks.

This position requires strong time management, prioritization, problem solving, and critical thinking skills to ensure accuracy and efficiency across multiple client accounts.

Responsibilities

Client Accounting (Multi-Client Management)

- Manage full-cycle bookkeeping for 5–15 clients.
- Prioritize workload to meet weekly, monthly, quarterly, and annual deadlines.
- Identify inconsistencies or missing information and collaborate with clients to resolve issues.

Accounts Payable

- Enter and code vendor bills, including job cost coding for construction clients.
- Match invoices to purchase orders/contracts and ensure proper approvals.
- Schedule payments according to client policies.

Accounts Receivable

- Create and send customer invoices and progress billings.
- Apply payments, maintain accurate AR subledgers, and monitor aging.
- Flag overdue accounts and assist clients with collections follow-up.

Payroll

- Process salaried and hourly payroll, including job-costed time.
- Coordinate with payroll providers on filings and compliance.
- Reconcile payroll clearing accounts and maintain payroll reports.

Bank & Credit Card Reconciliations

- Complete timely monthly bank and credit card reconciliations.
- Ensure proper job/cost-code allocation and investigate discrepancies.

Accruals & Month-End Close

- Prepare and record recurring and adjusting journal entries.
- Complete month-end close tasks on schedule for each client.
- Maintain proper supporting schedules for accruals.

Balance Sheet Reconciliations

- Reconcile all major balance sheet accounts (cash, AR, AP, loans, fixed assets, prepaids, equity).
- Clear reconciling items promptly and maintain organized workpapers.

Loan, Fixed Assets & Prepaids

- Maintain loan amortization schedules and reconcile to lender statements.
- Track fixed assets and prepare depreciation entries.
- Maintain prepaid schedules and monthly amortizations.

Straight-Line Rent

- Maintain and reconcile straight-line rent schedules in accordance with lease agreements.

Equity Transactions

- Record owner contributions and distributions accurately and flag unusual activity.

Collaboration & Communication

- Communicate with clients and internal teams regarding documentation, questions, and issues.
- Escalate complex matters to senior team members promptly.
- Contribute to the development of internal SOPs and process improvements.

Qualifications

- 3–5+ years of bookkeeping or staff accounting experience (multi-client experience preferred).
- Strong understanding of debits/credits, accrual accounting, and GAAP basics.
- Experience with construction accounting (job costing workflows).
- Proficiency with QuickBooks, Sage, Xero, and Excel/Google Sheets.
- Strong attention to detail, accuracy, and documentation.
- Ability to work independently in a remote environment.
- Reliable high-speed internet and dedicated workspace.
- Strong project management and time-tracking discipline.

Apply to this position

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>