



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

Accounts Receivable Specialist

Location

Remote

Client

Undisclosed

Responsibilities

- Manage parent phone calls related to account questions, which includes assisting parents with payments, addressing inquiries about their balance or charges, and explaining charges.
- Appropriately escalate questions regarding the reason for charges to the Staff Accountant.
- Enter data into the tuition management system as directed by the Staff Accountant.
- Perform additional tasks in the tuition management system as assigned by the Staff Accountant.
- Send collection emails at 30, 60, and 90-day intervals to families with overdue tuition payments.
- Make collection phone calls to families with past due balances.
- Set up vendors as requested by the AP Specialist.

Qualifications

- Minimum of 3–5 years of accounts receivable or accounting experience.
- Excellent verbal and written communication skills.
- Customer service-oriented.
- High school diploma or equivalent.
- Proficiency in Spanish is a plus.
- Technologically adept with the ability to interact remotely using Zoom, MS Teams, etc.
- Intermediate knowledge of MS Excel and Google Sheets.
- Detail-oriented and organized.
- English proficiency at C1 level.

Apply to this position

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