



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 Receivable Specialist

Location

Remote

Client

Undisclosed

Job Summary

We are looking for an experienced Accounts Receivable (AR) Specialist to support our commercial real estate portfolio, with a strong focus on tenant billing and collections. This role is critical to maintaining healthy cash flow and ensuring accurate tenant accounts across office, retail, and/or industrial properties.

Responsibilities

- Manage tenant accounts receivable, including:
 - Base rent
 - CAM, taxes, and insurance (TIs)
 - Percentage rent (when applicable)
 - Other lease-related charges
- Monitor aging reports and proactively follow up on past-due balances
- Communicate with tenants via email and phone to collect outstanding payments in line with lease terms
- Post and apply payments accurately in the property management system
- Reconcile tenant ledgers and resolve billing discrepancies
- Partner with Property Management, Leasing, and Accounting on delinquencies and escalations
- Assist with payment plans, default notices, and collection documentation
- Support CAM reconciliations and year-end tenant billings
- Prepare AR reports and collection summaries for management
- Assist with month-end close related to receivables

Qualifications

- 2+ years of experience in Accounts Receivable and/or Collections
- Experience in Commercial Real Estate (CRE) preferred
- Hands-on experience managing tenant collections
- Strong understanding of lease-based billing
- Proficiency in Excel (pivot tables, VLOOKUP/XLOOKUP preferred)
- Experience with CRE systems such as: Yardi, MRI, AppFolio, RealPage, or similar
- Strong communication skills and attention to detail
- Ability to handle sensitive collection conversations professionally

Apply to this position

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