



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

Senior Bookkeeper

Location

Remote

Client

Undisclosed

Job Summary

CLIENT is seeking a detail-oriented, reliable Senior Bookkeeper to own day-to-day transactional bookkeeping for a fast-growing annual health and wellness event based in West Palm Beach, Florida. The role covers accounts payable, accounts receivable, event-based revenue and expense tracking, bank and credit card reconciliations, and payroll in QuickBooks Online for a single entity with 100–500 transactions per month, in close collaboration with a U.S.-based controller.

Responsibilities

- Record and post day-to-day financial transactions in QuickBooks Online, coding accurately to events, departments, and projects to support event-level P&Ls.
- Manage full-cycle Accounts Payable (A/P): enter vendor bills, match to approvals, schedule and process payments, and maintain current vendor records.
- Manage Accounts Receivable (A/R): generate and send customer invoices (e.g., sponsors, partners, ticketing providers), apply payments, and maintain an accurate A/R aging.
- Perform monthly bank and credit card reconciliations across all accounts, investigate discrepancies, and prepare correcting journal entries as needed.
- Process payroll on a defined schedule (monthly), including collection and verification of hours/comp details and posting payroll entries to the general ledger.
- Maintain a clean and current general ledger for the entity, including recurring entries, accruals, and reclasses under the guidance of the controller.
- Prepare standard monthly reports from QuickBooks (trial balance, A/P and A/R aging, basic P&L and balance sheet), with a focus on event-level visibility where applicable.
- Assist with the implementation and ongoing use of Ramp or similar spend-management tools, including transaction coding, statement reconciliation, and syncing data into QuickBooks.
- Communicate with vendors, staff, and occasionally clients to resolve basic invoice, payment, or billing questions, escalating complex or sensitive issues to the controller.
- Support year-end, tax preparation and audits by organizing documentation, pulling reports, and coordinating with external accountants as requested.

Qualifications

- 4–6+ years of bookkeeping experience, including A/P, A/R, reconciliations, and payroll, ideally for U.S.-based small or mid-sized businesses.
- Advanced proficiency with QuickBooks Online and spreadsheets (Google Sheets or Excel), including bank feeds, rules, and reconciliation tools.
- Experience with event-based or project-based accounting, allocating revenues and expenses by event, and supporting event-level reporting.
- Familiarity with or strong aptitude to learn modern spend-management tools such as Ramp.
- Solid understanding of double-entry accounting and how transactions flow into financial statements.
- Prior remote/offshore experience with U.S. clients or employers and clear, professional English communication.
- High attention to detail, consistency in meeting deadlines, and discretion with financial and payroll information.
- Fluent in English (spoken and written).

Apply to this position

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