



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

We are seeking an experienced Senior Bookkeeper to manage day-to-day accounting operations with a high level of accuracy and autonomy. The ideal candidate has strong QuickBooks expertise and prior experience in the healthcare industry, including familiarity with medical billing workflows, insurance reimbursements, and compliance-related financial processes.

Responsibilities

- Manage full-cycle bookkeeping using QuickBooks
- Record and reconcile all financial transactions (AR, AP, payroll, bank and credit card reconciliations)
- Maintain accurate general ledger and chart of accounts
- Prepare monthly, quarterly, and annual financial reports
- Oversee accounts receivable, including insurance payments, patient payments, and aging reports
- Manage accounts payable, vendor payments, and expense tracking
- Support payroll processing and payroll reconciliations
- Ensure compliance with healthcare financial regulations and internal controls
- Assist with month-end and year-end close processes
- Coordinate with external CPAs, auditors, and tax advisors
- Identify process improvements and implement best practices in bookkeeping and reporting

Qualifications

- 3+ years of experience as a Bookkeeper or Senior Bookkeeper
- Strong proficiency in QuickBooks
- Solid understanding of accounting principles and bookkeeping best practices
- High attention to detail and accuracy
- Ability to work independently and manage multiple priorities
- Strong organizational and time-management skills
- Excellent written and verbal communication skills in English

Apply to this position

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