LaTeam
YOUR LATAM TEAM

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

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Job Title

Assistant Bookkeeper

Location

Remote

Client

Undisclosed

Job Summary

We are seeking an assistant bookkeeper to join our growing operations team. In this role, you'll work closely with our bookkeeper on financial tasks while also assisting the operations team with processing orders. If you enjoy working across multiple departments, learning new skills, and taking on a variety of tasks, this is a great opportunity. With our ongoing growth, there's plenty of potential for advancement.

Responsibilities

- Preparing Bills and Invoicing
- Working with 3PL Warehouse to release orders
- Creating/Processing UPS/FedEx Labels for customer orders
- Accounts Receivable (Collections) and Payables
- Entering Checks
- Processing Credit Card Payments
- Verify discrepancies and resolve clients' billing issues
- Reconcile bank statements with internal records to ensure accuracy

Qualifications

- Energetic and kind team player
- Problem-solving skills with a strong work ethic
- Constant communication externally and internally
- Strong Knowledge of Microsoft Excel or Google Sheets
- Must have 1+ years working with Quickbooks

Apply to this position

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