



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

Legal & Accounting Operations Specialist

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a detail-oriented and proactive Legal & Accounting Operations Specialist to lead contract execution and compliance while overseeing core accounting functions including job costing, invoicing, and financial operations. This hybrid role is ideal for someone with a strong legal contract background and solid accounting knowledge — especially within a construction, paving, or contracting environment.

Responsibilities

Legal & Contract Management

- Review, draft, negotiate, and execute contracts, subcontracts, NDAs, and service agreements.
- Ensure compliance with company policies, industry regulations, and licensing requirements.
- Maintain organized contract files and manage renewal/expiration schedules.
- Partner with executive leadership to mitigate legal risk on projects and business operations.
- Support dispute resolution and assist with claims documentation when necessary.

Accounting & Financial Operations

- Oversee job costing processes, ensuring accurate allocation of labor, materials, equipment, and overhead.
- Manage invoicing and billing cycles, verify accuracy of customer invoices, and collaborate with field and project teams on billing details.
- Assist with accounts receivable and accounts payable workflows.
- Prepare financial summaries, cost reports, and variance analyses to support project profitability assessments.
- Maintain organized financial records and support monthly closes.

Operational Support

- Work closely with project managers to monitor job performance, revenue recognition, and cost controls.
- Help refine internal processes and technologies to improve efficiency (e.g., contract management, financial reporting, job-cost tracking).
- Provide guidance to staff on contract and accounting procedures

Qualifications

- Bachelor's degree in Accounting, Finance, Business, Law, or related field.
- Experience with contract drafting, negotiation, and legal documentation.
- Strong accounting background including job costing, invoicing, and financial reporting.
- Proficiency in accounting software (QuickBooks, Sage, or similar) and MS Excel.
- Excellent organizational, analytical, and communication skills.

Apply to this position

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