



## 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

Bookkeeper

### Location

Remote

### Client

Undisclosed

### Job Summary

We are seeking a detail-oriented and reliable Bookkeeper to join our growing team. This role will be responsible for managing day-to-day financial transactions, maintaining accurate records, and ensuring proper reconciliation of accounts.

We operate using a custom-built accounting platform, so adaptability and comfort learning new systems are essential. Experience reconciling reports from e-commerce marketplaces such as Amazon, eBay, and similar platforms is highly preferred.

## **Responsibilities**

- Record and maintain accurate financial transactions in the company's accounting system
- Perform daily, weekly, and monthly bank and account reconciliations
- Reconcile marketplace reports (Amazon, eBay, and other e-commerce platforms) with internal financial records
- Identify discrepancies and resolve inconsistencies across multiple sales channels
- Manage accounts payable and accounts receivable
- Prepare financial summaries and reports for leadership
- Assist with month-end and year-end closing processes
- Maintain organized and compliant financial documentation
- Collaborate with internal teams to ensure accurate revenue tracking

## **Qualifications**

- Proven experience as a Bookkeeper (minimum 2–3 years preferred)
- Strong experience reconciling high-volume transactions
- Experience working with Amazon, eBay, Shopify, or similar e-commerce marketplace reports is highly preferred
- Comfortable learning and working within custom-built accounting platforms
- Strong understanding of accounting principles and bookkeeping practices
- High proficiency in Excel (pivot tables, VLOOKUP/XLOOKUP, reconciliations)
- Exceptional attention to detail and accuracy
- Strong organizational and time management skills
- Ability to work independently and meet deadlines

## **Apply to this position**

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