



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

CLIENT is seeking a detail-oriented Bookkeeper to join our finance team. This role will be crucial in maintaining accurate financial records for both Primal Harvest and Prime Consumer Brands (dba Beauty Lux), ensuring that our bookkeeping functions are efficient and reliable.

Responsibilities

Comprehensive Bookkeeping

- Manage full-cycle bookkeeping for Primal Harvest and Beauty Lux.
- Accurately record financial transactions and ensure supporting documentation is complete.
- Investigate and resolve any unidentified transactions.

Account Reconciliation

- Reconcile bank and credit card accounts on a regular basis.
- Verify accuracy by cross-checking statements against internal transaction data.

Accounts Payable

- Enter and track invoices in Bill.com and internal tracking sheets.
- Request approvals, follow up on outstanding items, and monitor due dates.
- Maintain organized contractor invoice records and ensure timely processing.

Document Management

- Organize and maintain financial records in shared drives for easy accessibility.
- Support compliance and audit readiness by keeping a well-structured filing system.

Qualifications

- 2+ years of bookkeeping or accounting experience
- Proven bookkeeping or accounting experience with strong AP/AR knowledge.
- Hands-on experience with NetSuite and Bill.com.
- Basic proficiency in Google Sheets — ability to perform data entry and use simple formulas
- Strong attention to detail, accuracy, and organizational skills.
- Ability to manage multiple priorities, meet deadlines, and work independently.
- Clear communication skills and a collaborative mindset
- Proactive and resourceful – able to troubleshoot issues and suggest improvements to financial workflows

Apply to this position

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