



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

Job Title

AP Specialist

Location

Remote

Client

Undisclosed

Job Summary

CLIENT is seeking an Accounts Payable Specialist to fully own and manage the end-to-end AP function. This role goes beyond invoice entry and requires full ownership of accounts payable processes, including judgment, follow-up, proactive communication, and close collaboration with Treasury and senior leadership. The ideal candidate is hands-on, detail-oriented, communicative, and comfortable working independently in a U.S.-based accounting environment using NetSuite.

Responsibilities

Invoice Processing & Accuracy

- Process vendor invoices accurately in NetSuite, including proper GL coding, approvals, and posting.
- Ensure invoices include clear descriptions and comply with internal policies.
- Maintain high accuracy standards across all AP transactions.

AP Aging Management

- Own and maintain a clean and accurate AP aging.
- Review old and open items, provide explanations, and drive resolution to closure.
- Proactively identify discrepancies, delays, or stalled items and follow up accordingly.

Payment Setup & Cash Flow Coordination

- Prepare and set up vendor payments and wire transfers (non-approval role), ensuring accuracy and completeness.
- Coordinate closely with Treasury to align payment timing with cash flow priorities.
- Maintain visibility over short-term and upcoming disbursements.
- Support a two-step payment approval process.

Vendor Communication

- Fully own vendor inquiries, discrepancies, and disputes.
- Maintain proactive, professional, and timely communication with vendors.
- Build and sustain strong vendor relationships through effective follow-up.

Department Spend Oversight

- Review department spending for accuracy and compliance.
- Challenge unclear, incorrect, or unsupported charges and follow up until resolution.
- Ensure proper documentation and approvals are in place.

Corporate Card & Receipts Management

- Match receipts to all corporate card transactions.
- Actively follow up on missing receipts until resolved.
- Ensure corporate card activity is complete, accurate, and audit-ready.

Cross-Functional Communication

- Actively participate in internal meetings related to AP, payments, and cash flow.
- Communicate issues, risks, and improvement opportunities clearly and proactively.
- Collaborate closely with Accounting, Treasury, and department leaders.

Qualifications

- 3+ years of experience in Accounts Payable roles supporting U.S.-based companies.
- Hands-on experience with NetSuite (required).
- Strong understanding of AP processes, GL coding, AP aging, and internal controls.
- Experience setting up payments and wire transfers (non-approval).
- Experience managing vendor relationships and resolving discrepancies.
- Strong communication skills with the ability to interact confidently with internal teams and vendors.
- Proven ability to take ownership, follow up independently, and operate with minimal supervision.
- High attention to detail and strong organizational skills.
- Ability to work fully remotely in a fast-paced environment.
- English level: C1–C2 (written and spoken).
- Must be based in LATAM.

Apply to this position

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