



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

Accounts Payable Specialist

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a highly detail-oriented and reliable Accounts Payable Specialist to (i) ensure that invoices for goods and services purchased by the organization are received, validated, approved, processed, and paid on a timely basis in accordance with company policies and procedures, (ii) maintain good relationships with company vendors and reconcile outstanding balances with vendors on an ongoing basis, and (iii) support accounting operations in any other related tasks necessary for the department and company to achieve its goals.

Responsibilities

Accounts Payable Processing and Administration

- Ensure that all non-inventory invoices are received, validated, approved, processed, and paid on a timely basis in accordance with company policies and procedures, including (i) coordinating with vendors to ensure that invoices are submitted on a timely basis to the company's invoice approval portal, (ii) coding invoices to the appropriate vendor, account number, and business unit, (iii) routing invoices through the appropriate approval workflow, (iv) ensuring that all approved invoices are transferred from the company's invoice approval portal to the company's accounting system for payment, (v) assisting the Accounts Payable Director with the weekly payment of outstanding invoices based on invoice and vendor terms, and (vi) resolving any issues, questions, or discrepancies as they arise.
- Assist with the processing of inventory invoices, including ensuring that inventory vendor invoices are routed to the company's point of sale system and matched against inventory purchase orders and receipts and investigating and resolving invoices that do not match inventory purchase orders and receipts.
- Ensure that utilities invoices for store locations are paid on a timely basis, monitor activity related to utilities for potential usage issues and discrepancies, and ensure that utilities are turned on and off in connection with store openings and closings.
- Serve as an ongoing liaison with the company's vendors, including (i) ensuring that vendor information and payment terms are updated in the company's accounting system, (ii) reconciling outstanding balances with vendors on an ongoing basis, (iii) responding to inquiries from vendors, and (iv) resolving issues as they arise.
- Reconcile and process employee expense reports, including verifying that expense reports are properly coded and that appropriate support has been provided for expenses pursuant to company policies and procedures.
- Serve as a liaison between Accounts Payable and all company departments, including ensuring that all necessary approvals are received for invoices and responding to inquiries regarding payment status.
- Manage the company's Accounts Payable email inbox, including resolving emails and organizing the inbox.
- Perform filing, copying, and other clerical tasks related to Accounts Payable.

Reporting and Reconciliation

- Assist the Accounts Payable Director in the month-end close process, including reconciling Accounts Payable balances to the accounting general ledger.
- Prepare analyses of accounts, as required.

Process Improvement and Collaboration

- Assist Corporate Controller, Accounts Payable Director, and other Accounting staff on any departmental tasks and/or projects as necessary

Qualifications

Required

- 3-5+ years of experience in Accounts Payable.
- Experience with accounts payable and accounting processing in accounting systems for medium to large scale organizations.
- High accuracy and attention to detail.
- aProficiency in Excel and reporting tools.

Key Competencies

- High accuracy and attention to detail.
- Ability to multi-task.
- Strong problem-solving skills
- Strong communication and interpersonal skills for working with vendors and company employees.
- Process-driven mindset
- Time management and deadline discipline
- Continuous improvement orientation

Apply to this position

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