



## **Job Profile: Controller**

Maxim Commercial Capital, LLC (“Maxim”) is a growing specialty finance company headquartered in West Los Angeles, CA. Maxim is focused on providing senior and subordinated financing of up to \$2.5 million to small and lower middle-market businesses in all industries secured by equipment and real estate collateral.

### **JOB RESPONSIBILITIES**

- Serve as head of Accounting Department and manage staff of 3 accountants.
- Manage full-cycle accounting process for parent and subsidiary entities including preparation and analysis of the financial statements, general ledgers, budgets, and cash-flow projections.
- Plan and execute on workflow for monthly, quarterly, and yearly accounting closes.
- Responsible for the accuracy of monthly financial reports for all operating entities.
- Review reconciliations and understand all entries and postings to balance sheet and income statement to ensure accuracy.
- Deliver accurate and timely financial information to other internal team members including account servicing, auditing, and senior management.
- Prepare and review creditor compliance reporting packages prior to submission.
- Coordinate with creditor auditors and external audit firm with respect to the accuracy, preparation, and issuance of annual audited financial statements and tax filings.

### **EXPERIENCE/SKILLS**

- Demonstrated knowledge of GAAP.
- Excellent computer skills including 40+ WPM typing speed, Quickbooks, Word, Excel, Google Apps, and Salesforce (preferred).
- Self-motivated, team player, with excellent leadership skills.
- Excellent communication skills, both written and oral.
- Excellent attention to detail and accuracy.
- Highly organized and ability to multi-task.
- Exhibit a high degree of professionalism and confidentiality in handling and having access to sensitive information.
- Bachelor's degree or higher in Accounting or related field.
- Minimum 7+ years previous accounting and finance experience.
- CPA designation a plus.
- Experience in software integration and policy and procedure enhancement a plus.

Salary is negotiable depending on qualifications. Also room to grow within the company and in position, if desired. To apply, submit cover letter and resume to: [careers@maximcc.com](mailto:careers@maximcc.com)