



Job Profile: Staff Accountant

THE COMPANY

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 across many industries secured by equipment and real estate collateral. (www.maximcc.com)

THE POSITION

Reporting to the Vice President of Accounting and Audit, the Staff Accountant performs a variety of tasks including detailed reconciliations, journal entries, and account adjustments when applicable. He/She relies on several years of experience and judgment to plan and accomplish a variety of job functions and closing activities including preparation for audits from different organizations and jurisdictions. He/She interacts with other departments and/or external parties when necessary.

JOB RESPONSIBILITIES

- Prepare and record journal entries for daily and month end reporting, including closing journal entries from Lease Works to QuickBooks.
- Record and track transactions related to the loans/leases in LeaseWorks.
- Prepare monthly reconciliation of third party servicer’s invoice.
- Prepare reconciliations of assigned general ledger accounts and review reconciliations performed by others when assigned.
- Prepare reconciliation and allocations for all credit card charges.
- Review and approve title collateral release requests.
- Calculate and validate accruals.
- Prepare monthly management reports and provide analysis, including some ad-hoc, one-time requests, with assistance.
- Manage intercompany payables and receivables.
- Provide timely sales tax reports and record related payment allocation to each division.
- Prepare audit tasks for external and internal audits.
- Manage accounting of a small dealership operation.
- Assist in preparation of all financial statements for internal and external reporting.
- Issuance of accurate 1099 forms using QuickBooks.
- Ad-hoc computations and documentation to support contract amendments.
- Review and reconcile non-routine transactions and account balance variances.
- Coordinate and potentially lead/direct work of others in the department.
- Participate in special projects as necessary.
- Ensure department’s compliance with company’s accounting policies and procedures.
- Identify and recommend opportunities to improve accuracy and efficiency in existing policies and procedures.



QUALIFICATIONS

Knowledge:

- Understanding of Generally Accepted Accounting Principles.
- Familiar with standard accounting concepts, practices and procedures.
- Working knowledge of automated accounting systems. Lease Accounting a plus.
- Working knowledge of IFS LeaseWorks a plus.
- Proficient in Microsoft Excel and Access and experience with database query tools.
- Proficient in Quickbooks.
- Working knowledge of CRM software Salesforce a plus.

Skills:

- Ability to perform analysis on complex transactions.
- Strong organizational skills.
- Strong oral and written communication skills.
- Detail oriented.
- Ability to work in a team environment.
- Experience with financial reporting tools and database query tools.

Experience:

- 3 - 6 years experience in public or general accounting and/or financial analysis, preferably with a financial services background.
- Bachelor's degree in Accounting and/or Business Administration with emphasis on Accounting and Finance.
- CPA designation a plus, but not required.

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