



## **Job Profile: AP/AR Clerk**

### **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 \$3.0 million to small and lower middle-market businesses across many industries secured by equipment and real estate collateral. ([www.maximcc.com](http://www.maximcc.com))

### **THE POSITION**

Reporting to the Controller, the AP/AR Clerk performs a variety of tasks including assisting with and/or preparing detailed reconciliations, journal entries, and account adjustments. He/She relies on several years of experience and judgment to plan and accomplish a variety of job functions and closing activities. He/She interacts with other departments and/or external parties when necessary.

### **JOB RESPONSIBILITIES**

- Prepare daily and monthly bank reconciliations, including the posting of daily bank transactions.
- Responsible for cash receipts, accounts receivable and bank deposits as necessary and communicate information to Collections Department.
- Responsible for payables function of multiple Companies, including ensuring all AP invoices are approved, recorded and paid according to Company policy.
- Maintain the daily filing of electronic and/or paper documents as necessary.
- Prepare allocations for all credit card charges and process payments.
- Collect expense reports, ensure items have proper approval, and process reimbursement.
- Prepare monthly general ledger account reconciliations and intercompany reconciliations.
- Assist with gathering information relating to internal and external audits, and tax returns.
- Assist with the preparation of 1099 forms for multiple Companies.
- Participate in special projects as necessary.
- Identify and recommend efficiencies in existing policies and procedures.

### **QUALIFICATIONS**

#### **Knowledge:**

- Familiar with standard accounting concepts, practices and procedures.
- Working knowledge of QuickBooks and/or other automated accounting systems. Lease Accounting a plus.
- Proficient in Microsoft Excel and Word.



- Working knowledge of IFS LeaseWorks a plus.
- Working knowledge of CRM software Salesforce a plus.

**Skills:**

- Strong organizational skills.
- Strong oral and written communication skills.
- Detail oriented.
- Ability to work in a team environment.
- Ability to assist with analysis on complex transactions.

**Experience:**

- 5+ years experience in general accounting, preferably with a financial services background.

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)