



## Credit Analyst Intern (Finance & Accounting)

### 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 in all industries secured by equipment and real estate collateral nationally. Maxim has deep expertise and knowledge in heavy equipment financing including Class 6 – 8 trucks, trailers, vocational trucks, construction equipment, and agricultural equipment as well as real estate financing including multifamily, office, industrial, residential, retail, and infill land. To learn more, visit [www.maximcc.com](http://www.maximcc.com).

### THE POSITION

The Credit Analyst Intern is in an introduction into Maxim’s Equipment and Real Estate Financing division. This team member supports the credit and funding department with the primary function of logging deal submissions in the CRM. The role gives the candidate the exposure to underwriting, loan documentation and funding coordination skills. In addition, there is the potential for a full-time employment based on performance.

### JOB RESPONSIBILITIES

- Monitor and track incoming deal submissions.
- Accurate and fast data entry of applications into our CRM platform.
- Ability to respond to emails in a timely manner.
- Introduction to underwriting learning the Three C’s of credit: Capacity, Credit, and Collateral.
- Introduction to financial documents and the funding process of loans.
- Receive and organize finance documents and related items to prepare for funding.
- Learn the Maxim programs and identify potential applicants.

### QUALIFICATIONS

#### Knowledge and Skills:

- Excellent attention to detail and accuracy.
- Be open-minded with the ability to succeed in a fast-paced and changing workplace setting.
- Highly self-motivated.
- Ability to type a minimum of 50 WPM.
- Excellent computer skills including Microsoft Word and Excel.
- Ability to use computer-based CRM system (Salesforce, a plus).
- Excellent communication skills, both written and oral.
- Strong ability to follow instructions.
- Highly organized.
- Exhibit a high degree of professionalism in handling sensitive and confidential information.

#### Experience:

- 2 years of work experience
- High School Diploma or equivalent required; College education preferred with an emphasis in finance, business or accounting

Salary is negotiable depending on qualifications, \$18.00 - \$22.00 per hour.

To apply, submit cover letter and resume to: [careers@maximcc.com](mailto:careers@maximcc.com)