

JOB DESCRIPTION

Title: Compliance Associate
Location: New York, San Francisco, Los Angeles

POSITION SUMMARY

B Capital is seeking a detail-oriented and highly organized **Compliance Associate** to join our team. This role will support the firm's regulatory and compliance activities, and ongoing compliance requirements.

The ideal candidate will have **3–5 years of experience in trust administration, compliance, fund administration, or a related field**, with exposure to SEC requirements and regulatory filings. We are looking for someone with a clear, concise writing style, along with excellent research, interpersonal and organizational skills, and who is comfortable managing detailed documentation and administrative processes. This is a hands-on role that requires strong follow-through, clear communication, and the ability to work collaboratively with Legal, Finance, Operations, and other teams across the firm.

B Capital is a technology-first firm, where artificial intelligence is integral to how we think, collaborate, and operate every day. The successful candidate will be comfortable exploring, testing, and adopting new technology platforms as they emerge.

KEY RESPONSIBILITIES

- Working closely with internal stakeholders and external legal and compliance advisors.
- Assist with regulatory filings, registrations, disclosures, and related SEC requirements and relevant regulatory authorities.
- Maintain compliance records, registers, policies, certifications, and supporting documentation, ensuring information is complete, accurate, and up to date through the firm's platform.
- Track regulatory deadlines and filing requirements and coordinate with relevant stakeholders to ensure timely completion.
- Support ongoing compliance monitoring, testing, reporting, and recordkeeping requirements.
- Assist with the preparation and administration of compliance policies, procedures, manuals, and internal documentation.
- Coordinate information and documentation requests across Legal, Finance, Operations, Investment, and other internal teams.
- Support compliance-related onboarding, due diligence, KYC/AML, conflicts, and other administrative processes as required.

- Liaise with external counsel, compliance consultants, administrators, and other service providers to support regulatory and compliance matters.
- Help identify gaps or inconsistencies in documentation and processes and proactively follow through to resolution.
- Provide general administrative and project support to the Legal and Compliance function as the firm's regulatory requirements evolve.

CANDIDATE QUALIFICATIONS

- **3+ years of relevant experience** in trust administration, compliance, fund administration, financial services, or a related regulatory environment.
- Experience working with **SEC requirements, regulatory filings, or SEC-regulated investment managers** is strongly preferred.
- Experience within a trust company, fund administrator, investment manager, professional services firm, or similar financial institution would be beneficial.
- Strong attention to detail and a high degree of accuracy when working with regulatory documents, filings, and records.
- Highly organized with the ability to manage multiple deadlines, documentation requirements, and follow-ups simultaneously.
- Strong written and verbal communication skills, with the confidence to coordinate across different teams and levels of seniority.
- Collaborative, proactive, and comfortable working in a fast-paced and entrepreneurial environment.
- Strong judgment and discretion when handling confidential and sensitive information.
- Comfortable with the administrative and operational aspects of compliance, including paperwork, documentation, filing, tracking, and recordkeeping.
- Able to work independently, take ownership of tasks, and follow through with limited supervision.
- Bachelor's degree or equivalent professional qualification in Business, Finance, Law, Accounting, or a related discipline.

ABOUT B CAPITAL:

B Capital invests globally in extraordinary founders and businesses shaping the future through technology. With more than \$12 billion in assets under management and dedicated stage-based funds, the firm focuses on seed to early- and late-stage venture growth investments, primarily in the technology, healthcare and climate sectors. Founded in 2015, B Capital has an integrated, global team across nine locations in the U.S. and Asia. The firm's value-add platform, together with the consulting expertise of its strategic partner, The Boston Consulting Group, provides entrepreneurs with the tools and resources to scale quickly and efficiently, expand into new markets and build market-leading businesses. For more information, click [here](#).

B CAPITAL GROUP CORE VALUES:

- **Generosity:** We're collaborative and always willing to share our time and knowledge.
- **Resilience:** We're persistent and determined to succeed, persevering through challenges and seeing change as an opportunity.
- **Open-mindedness:** We're curious and welcoming. Our global perspective and commitment to diversity, equity, and inclusion make our culture stronger and more innovative.
- **Will:** We believe in the companies we've invested in and we'll do everything in our power to help them change the world for the better.
- **Teamwork:** We value our relationships above all. We work hard to build trust and respect with founders, investors, partners and colleagues.
- **Humility:** We add value by going beyond for founders and LPs. We strive to let our work speak for itself.

APPLICATION PROCEDURES

IF RESUME & COVER LETTER IS REQUIRED:

For those interested in the position, please submit your Cover Letter and CV to the B Capital careers website at <https://b.capital/careers/>. Only those submissions with Cover Letters will be considered.

IF RESUME IS REQUIRED:

For those interested in this position, please submit your resume to the B Capital careers website at <https://b.capital/careers>