ONE CAPITAL
MANAGEMENT, LLC

Associate | Revenue & Accounting

Location: Westlake Village, CA
Job Type: Full Time
Department: Revenue & Accounting

Company Description

One Capital Management, LLC ("OCM"), is a leading global wealth management firm that offers diversified wealth management services to private clients, endowments and foundations, investment companies, and institutions in the U.S. and Canada. OCM is well-positioned to tailor wealth management solutions for its clients through its wealth forecasting group and integrated investment management service.

Position Description

The Associate | Revenue & Accounting is responsible for accurate invoicing, reconciliation, and reporting of quarterly management fees, while also supporting day-to-day accounting tasks, including accounts payable, payroll, reconciliations, and financial reporting. Administer tasks involving business operations with discretion and good independent judgment. The role requires strong attention to detail and accuracy, with opportunities to grow into expanded responsibilities depending on performance.

Key Responsibilities

Revenue Operations

- Prepare and issue quarterly management fee invoicing in line with client agreements and company billing practices.
- Track and reconcile payments across multiple custodians (e.g., Schwab, Fidelity, Pershing, Goldman Sachs).
- Maintain accurate client billing profiles, including fee schedules, asset or account exclusions, and billing start/stop dates.
- Research and resolve discrepancies in billing or collections.
- Partner with adviser and client service teams to ensure billing accuracy and provide support for client inquiries.

Accounting & QuickBooks Support

- Record revenue, receivables, and other journal entries in accounting workpapers and QuickBooks.
- Assist with accounts payable (AP) processing, vendor invoices, and expense categorization.
- Perform monthly custodian account reconciliations.
- Support Management with month-end and quarter-end close tasks.
- Prepare financial and revenue reports as needed for internal stakeholders.
- Assist with documentation requests for audits, compliance reviews, and tax filings.

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Payroll Support

- Assist with payroll processing, ensuring accuracy and timeliness of employee compensation.
- Maintain payroll records and support benefits-related accounting entries.
- Coordinate with external payroll providers (e.g., Tri-Net, ADP).
- Support payroll-related compliance and reporting requirements.

Process Improvement

- Identify and suggest improvements to billing, reconciliation, payroll, and accounting processes.
- Help implement scalable procedures to support the firm's continued growth.

Qualifications

- Associate's or Bachelor's degree in Accounting, Finance, or related field preferred.
- 2–4 years of accounting, billing, payroll, or revenue operations experience; financial services or RIA background a plus.
- Proficiency in **QuickBooks** and Excel; familiarity with payroll systems and RIA billing platforms (e.g., Addepar, Arcons BillPort) preferred.
- Strong attention to detail, accuracy, and organizational skills.
- Ability to manage confidential information with discretion.
- Effective communication skills and the ability to work collaboratively across teams

Preferred Skills

- Understanding of AUM-based billing, client fee schedules.
- Knowledge of SEC regulations related to RIA billing practices.
- Experience reconciling custodian-based billing and direct debit processes

Compensation & Benefits

- Salary $70,000
- Performance-Based Bonus
- Flexible and responsible paid time off (PTO).
- Participation and coverage under the company health care plan.
- Participation in the company 401(k) Plan.
- Reimburse up to $75 monthly for a membership fee for the company Wellness Program.
- Company sponsorship in continuing education.

Interested applicants should submit their resume to hiring@onecapital.com.