



**TGR FOUNDATION**  
A TIGER WOODS CHARITY

**JOB TITLE:**                   **Manager, Finance**

**LOCATION:**                   Irvine, CA

**STATUS:**                    Full-Time

**ORGANIZATION:**

For more than 25 years, TGR Foundation has worked to create a world where opportunity is universal, and potential is limitless. With an unwavering commitment to impact youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students connect passion with purpose through signature programs focused on in-person project-based learning, skills development, college access, career preparation and educator professional development. For more information visit [TGRFoundation.org](http://TGRFoundation.org) or connect on [Facebook](#), [Twitter](#) and [Instagram](#).

**POSITION DESCRIPTION:**

The **Manager of Finance** will maintain financial records and assists with general day to day tasks within the finance department. They will be primarily responsible for computing, classifying, and verifying expenditures and revenue data to keep the company's financial records complete. This role will provide financial accounting and clerical support to the department. They will perform a variety of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. General duties include accounts payable and accounts receivable.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Verify figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record, and summarize numerical and financial data to compile and keep financial records
- Manage daily accounting activities including, but not limited to, accounts payable, accounts receivable, credit card activity, and bank deposits
- Perform accounting review of all expense reports to ensure proper allocation, documentation, and adherence to company policies
- Reconcile or note and report discrepancies found in records
- Access computerized financial information to answer general questions as well as those related to specific accounts
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures
- Support the department with organizing budget data and documents, based on estimated revenues and expenses and previous budgets.



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- Support staff across TGRF by supplying reports in a timely manner (ex. A/R aging, P&L, budget vs. actuals)
- Assist with accounting process improvement initiatives and special projects
- Prepare trial balances of books

**EDUCATION, EXPERIENCE & SKILLS:**

- Familiar with QuickBooks, Expensify, and Excel -- or are a fast learner when it comes to software and systems.
- Ability to translate financial concepts and to effectively collaborate with colleagues who do not necessarily have finance backgrounds
- experience overseeing the quality and content of all financial data
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication

**TO APPLY:**

Send an electronic cover letter and résumé to Yvonne Tello ([ytello@tgrfoundation.org](mailto:ytello@tgrfoundation.org))

\*No phone calls please. TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.