



**TGR FOUNDATION**  
A TIGER WOODS CHARITY

**JOB TITLE:** Finance Coordinator (Entry-Level)  
**LOCATION:** Irvine, CA  
**STATUS:** Full-Time  
**SALARY:** \$50,000 – \$70,000

**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 **Finance Coordinator** will maintain financial records and assist with general day-to-day tasks within the finance department. They will be primarily responsible for managing financial transactions, ensuring the accuracy of financial records, and providing support to the Senior Director of Finance.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintain accurate and up-to-date financial records and documentation
- Process and manage accounts payable and accounts receivable
- Prepare financial reports and budgets
- Provide financial support to other departments as needed
- Ensure compliance with financial policies and procedures
- Provide general administrative support to the finance department as needed
- Assist with process improvement initiatives and special projects

**EDUCATION, EXPERIENCE & SKILLS:**

- Bachelor's degree in accounting, finance, or a related field **or** minimum of 3 years of experience.
- Familiar with QuickBooks, Expensify, and Excel -- or are a fast learner when it comes to financial 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
- Excellent attention to detail and organizational skills
- Personal qualities of integrity, credibility, and dedication
- Ability to maintain confidentiality



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**TO APPLY:**

Please submit a cover letter and résumé to Yvonne Tello at [ytello@tgrfoundation.org](mailto:ytello@tgrfoundation.org).

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.