JOB TITLE: Full Charge Bookkeeper  
LOCATION: Irvine, CA  
STATUS: Full-Time  
SALARY: $60,000-$80,000  

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 or connect on Facebook, Twitter and Instagram.

POSITION DESCRIPTION:
The **Full Charge Bookkeeper** will maintain accurate books, accounts payable and receivable, payroll, and daily financial entries, reconciliations, and document management.

ESSENTIAL DUTIES & RESPONSIBILITIES:
- Track the organization’s accounts payable and accounts receivable
- Enter and maintain cash receipts and disbursement journal and general ledger
- Prepare bank reconciliations for all bank accounts
- Prepare the monthly and quarterly reports for different funding sources
- Record and reconcile monthly credit card holder activity
- Print and review coding form and invoices for accuracy
- Ensure compliance with federal, state and local legal requirements
- Assist in preparing for audits and providing support samples
- Semi-monthly Payroll Processing Two entities with outside payroll company
- Perform month-end closings
- Maintains historical records by filing documents
- Additional duties as assigned

EDUCATION, EXPERIENCE & SKILLS:
- Minimum of 7 years of experience
- Experienced with QuickBooks Desktop and Excel
- Familiar with Expensify and CSI Payment Systems
- 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
TO APPLY:
Please submit a cover letter and résumé to Yvonne Tello at 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.