

Erin Ashley Lu

Phoenix, AZ · 801 390 4679
erinlu7@yahoo.com · linkedin.com/in/erinlu

OBJECTIVE

Seasoned finance professional seeking a part-time remote finance position to contribute to a dynamic team and support organizational goals with financial analysis, cash flow management, tax compliance, payroll, and or bookkeeping skills.

SKILLS & QUALIFICATIONS

- 6+ years of payroll experience
 - 2+ years of remote international payroll experience
 - Experience managing payroll for 2,000+ employees
 - Program Knowledge: Excel, QuickBooks, Sage, Google Suite, Outlook, ADP, Workday, Monday.com, Zoho, Slack, Teams, Zoom, Workforce Logiq, Timelogix, CTM
-

EXPERIENCE

Accounts Payable & Accounts Receivable Manager

Payroll and Human Resource Admin

Hire Resolve International – USA, South Africa, & United Kingdom

March 2022 – Present

Scottsdale, AZ

- **Strategy and Planning:** Develop and execute financial strategies to promote cost-saving initiatives
- **LLC Member:** Signs contracts and makes decisions on behalf of the Hire Resolve USA LLC
- **Cash Flow Management:** Monitor and optimize cash flow to ensure liquidity for operational needs
- **Reconciliation:** Conduct regular reconciliations of accounts payable and receivable ledgers
- **Hiring Manager:** Oversee the interviewing, hiring, and training for internal finance team members

Tax Professional

Intuit - TurboTax

December 2019 – April 2022

Phoenix, AZ

- **Tax Compliance:** Ensured compliance with tax regulations and managed tax obligations
- **Organization:** Prepared relevant documentation for audits and tax reviews
- **Tax Preparation:** Filed federal, state, and local tax returns for individuals
- **Client Consultation:** Assist clients in receiving their maximum benefit permitted under USA law

Payroll Specialist

Payroll Generalist

ZOE Holding Company – Recruitment Agency

September 2019 – November 2021

Scottsdale, AZ

- **Payroll Processing:** Process company payrolls, commissions, bonuses for full cycle and multi-state payrolls
- **Team Leadership:** Developed training manuals to standardize company payroll processing procedures
- **Reporting and Analysis:** Evaluated payroll reports to provide insights on labor costs, trends, and compliance
- **Technology Utilization:** Leveraged accounting and financial systems to enhance data entry accuracy

Administrative Assistant

Physician's Choice Massage

August 2018 – September 2019

Tempe, AZ

- **Office Management:** Managed day-to-day operations to ensure a smooth workflow
 - **Process Improvement:** Developed an innovative filing and organizational procedure for files
 - **Data Entry and Reporting:** Managed reports for cash flow and timekeeping for payrolls
-

EDUCATION

- **B.S. Accountancy** – Currently enrolled
Arizona State University
- **A.S Business Management with an emphasis in Accounting**
Brigham Young University-Idaho
- **Federal Tax Preparer Responsibilities Certification**
Fast Forward Academy
- **Accounting Certification**
Brigham Young University-Idaho