

Lauren Erb

EXPERIENCE

6420 Hardware Corporation, dba Denver True Value Hardware and Denver Bicycle

Denver, CO

Director of Accounting

06/2013-Present

- Administer weekly payroll and filings of all federal, state, and local taxes weekly, quarterly, and annually.
- Correspond with the IRS and state and local tax authorities as required.
- Remain knowledgeable of changes to local and state tax laws to ensure ongoing compliance.
- Complete end-of-year tax preparation for final review by an independent CPA firm.
- Develop an annual company budget, monitor performance metrics compared to industry standards, and propose adjustments throughout the year to stay on target.
- Analyze potential expenditures to create a maintenance and improvements budget.
- Monitor inventory levels and product sales to recommend discontinuation of underperforming product to maintain cash flow availability and inventory turns.
- Maintain accurate financial records and recording of all transactions.
- Manage accounts payable, accounts receivable, and communications with vendors and clients. Track invoices for accuracy and timely payment, ensure inventory is recorded into point of sale system. Track credit accounts, generate monthly statements, collect and record payment into accounting software.
- Administer end of month closing processes including bank statement reconciliation and sales and performance metric reports
- Manage proper and timely cash deposits, ensure cash security on site, and monitor business bank accounts daily for accuracy and potential fraudulent transactions utilizing Chase ACH and check fraud monitoring.

Buying Manager, Denver Bicycle

11/2018-Present

- Collaborate with the Denver Bicycle management team to research industry trends, competitors, and product lines to conceptualize ongoing shop design, market niche, service rates and service offerings, and product mix including bike lines, tube and tire assortment, apparel, and bike accessory assortment.
- Created a buying strategy to ensure consistent in-stock position in core products during an unprecedented product shortage related to the Covid-19 pandemic from 2020-2023. Created a price scheme and inventory plan to ensure profitability through the unprecedented inventory surplus in the bike industry from 2023 to present.

Administrative Assistant & Garden Sales Floor Associate

01/2011-12/2013

- Serve customers on the retail floor by answering questions and ensuring prompt and consistent levels of service.
- Assist in the hiring process of new staff members, file new hire paperwork internally and with state agencies as required.
- Administered the group health care plan by analyzing multiple proposals to find the provider and plan offerings with the best value, advised staff of available options.

EDUCATION

Colorado State University Global Campus

Master of Professional Accounting

GPA 3.97

December 2019

University of Colorado at Boulder

Bachelor of Science Business Administration, Emphasis in Finance and Accounting

December 2010

GPA 3.61

ADDITIONAL LEADERSHIP EXPERIENCE

CU Boulder Panhellenic Council

01/2009-12/2009

Vice President of Internal Affairs

Alpha Chi Omega Nu Chapter at Boulder

01/2008-12/2008

Chapter President