

# IRINA YURCHENKO

## Finance Operations & Business Systems Specialist

📞 021 153 2582    ✉ irina.yurchenko@gmail.com    🔗 linkedin.com/in/irina-yurchenko    📁 Portfolio: irinayurchenko.com

### SUMMARY

Finance Operations and Business Systems Specialist with over five years' experience across accounts payable and receivable, payroll, bank and balance sheet reconciliations, fixed assets, GST, month-end processes and management reporting. Experienced in supporting finance system implementations and migrations, data validation, user acceptance testing, documentation, user support and process improvement. Proficient in Xero, iPayroll and advanced Excel, with experience using Power BI for data analysis and reporting.

Detail-oriented, solutions-focused and methodical, with a strong understanding of how financial processes, data and business systems connect. Known for investigating discrepancies, identifying root causes, maintaining accurate records and collaborating effectively with finance, operational and technical stakeholders to deliver practical improvements that strengthen efficiency, controls, data quality and user experience.

### EXPERIENCE

Laser Blasting Ltd

#### Finance Operations & Systems Coordinator

📅 11/2025 - Present    📍 Auckland, New Zealand

- Coordinate finance and business operations, including invoicing, accounts receivable, supplier payments, bank reconciliations, and accurate financial records in Xero.
- Analyse costs, supplier information, and financial and operational data using Excel and reporting tools to investigate discrepancies and support pricing, planning, and business decisions.
- Enhance processes, documentation, and workflows using automation and AI tools. Cut manual tasks and boost consistency with tech solutions.
- Maintain business systems, operational records, and reporting information, ensuring data remains accurate, accessible, and reliable across finance and business activities.
- Oversee compliance, prequalification, and tender documentation; completed Tōtika contractor prequalification.
- Work closely with the Director to identify operational requirements, resolve issues, and implement practical improvements that support efficiency, business development, and service delivery.

SAAM-AL

#### Finance & Marketing Associate | Systems Implementation

📅 11/2024 - 11/2025    📍 Auckland, New Zealand

- Managed accounts payable and receivable, weekly payroll through iPayroll, bank payments, reconciliations, and accurate financial records for multiple services and funding streams.
- Supported the implementation of Xero and iPayroll, assisting with data migration, validation, system configuration, testing, issue resolution, and user adoption.
- Reconciled financial, payroll, and operational data. Investigated discrepancies, identified root causes, completed corrective actions.
- Supported month-end processes and prepared financial and operational reports for management, ensuring information was accurate, complete, and delivered on time.
- Processed payroll information, leave records, PAYE, KiwiSaver, and employee-related transactions while maintaining confidentiality and compliance.
- Worked closely with managers, operational teams, and external consultants to clarify requirements, resolve system and process issues, and support successful implementation outcomes.
- Improved finance and payroll workflows, maintained process documentation, and supported users with system queries, training, and practical guidance.
- Prepared accurate records and supporting documentation for compliance and audit requirements, contributing to a positive external audit outcome.

### KEY SKILLS

Finance Operations: AP, AR & Payroll

Bank & Balance Sheet Reconciliations

Month-End, GST & Management Reporting

Business Applications & Systems Support

System Implementation & Data Migration

Data Validation & Reconciliation

User Acceptance Testing (UAT)

Data Analysis & Reporting

Root Cause Analysis & Issue Resolution

Process Documentation & User Training

Compliance, Controls & Data Accuracy

Digital Automation & AI-Assisted Improvement

### EDUCATION

Accounting Certificate

(NACPB) USA

📅 07/2023

Claude 101

Anthropic

Google Data Analytics - Foundations: Data

Google

📅 08/2022 - 12/2022

Psychology

University of Auckland

📅 02/2010

Finance, Administration & Accounting

University of Yehuda and Shomron

📅 08/1999 - 01/2000

### LANGUAGES

English, Russian

### TECHNICAL SKILLS

|                               |                      |          |
|-------------------------------|----------------------|----------|
| Xero Accounting Software      | MYOB                 | NetSuite |
| Excel Power Query Power Pivot | Microsoft 365        |          |
| Wix website builder           | Adobe Creative Suite |          |
| Power BI                      | SQL                  |          |

### CERTIFICATIONS

Accounting Certificate

NACPB (USA)

Certified Tester

ISTQB® Certified Tester – International Software Testing Qualifications Board

EXPERIENCE

Wycliffe New Zealand

Finance Officer | Financial Analysis & Reporting

06/2020 - 01/2025 Auckland, New Zealand

- Supported the transition from a legacy finance system to Xero cloud-based accounting, assisting with data accuracy, system adoption, and process improvement.
- Managed end-to-end Accounts Payable and Accounts Receivable, including invoice processing, credit notes, and supplier/customer queries.
- Performed detailed reconciliations, ensuring accurate matching of invoices to purchase orders and resolving discrepancies promptly.
- Completed month-end close activities, including bank reconciliations, PAYE, GST returns, and preparation of financial reports.
- Processed payments through Xero and maintained accurate financial records in line with internal controls.
- Utilised Excel for financial analysis and reporting, creating summaries and visual insights to support decision-making.
- Collaborated with cross-functional teams to streamline finance workflows and improve efficiency and data consistency.

OAC NZ

National Administrator / Digital & Operations

04/2017 - 01/2020 Auckland, New Zealand

- Operated as a National Administrator supporting finance, digital operations, and communications across the organization.
- Created and maintained complex Excel-based financial and operational databases, identifying discrepancies, improving data accuracy, and supporting reporting needs.
- Designed and produced a regular organizational newsletter using Adobe InDesign, coordinating content, layout, and print readiness.
- Built, updated, and managed website pages using Wix, ensuring content accuracy, usability, and brand consistency.
- Managed organizational social media presence, coordinating posts, updates, and engagement to support communication and outreach objectives.
- Produced digital and print artwork using Adobe Creative Cloud, supporting campaigns, publications, and internal communications.
- Collaborated with staff across different functions, providing administrative, digital, and reporting support as required.

Challenge Weekly Newspaper

Business Development & Sales Analyst

08/2009 - 01/2011 Auckland, New Zealand

- Planned, prepared, and placed newspaper advertisements, coordinating with clients to ensure correct content, placement, and timing.
- Monitored sales results and adjusted advertising strategies based on data insights, contributing to a 65% increase in sales revenue.
- Supported business development initiatives by analysing market response, customer behaviour, and advertising demand.
- Produced regular sales and income summaries for management, highlighting growth trends and improvement opportunities.
- Managed direct relationships with advertisers and customers, identifying opportunities for repeat business and upselling advertising space.
- Developed and maintained structured sales and customer databases, improving visibility of revenue trends and client performance.
- Analysed advertising sales performance using Excel, tracking income, expenses, customer activity, and campaign effectiveness to support commercial decision-making.

CERTIFICATIONS

Claude 101

Anthropic AI

Google Data Analytics - Foundations

Google

Xero Advisor Certified

Xero Accounting Software

Payroll Certification

Xero Accounting Software

REFERENCES

Available upon request