



Contra Costa County

Print Form

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Desirae	S	Herron	
Home Address - Street	City	State	Postal Code
	Brentwood	Ca	94513
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): yes District Locator Tool			
Do you work in Contra Costa County? ☐ Yes ☒ No If Yes, in which District do you work?			
Current Employer	Job Title	Length of Employment	
Senior Financial Analyst	Senior Financial Analyst	1 1/2 years	
How long have you lived or worked in Contra Costa County? 29 years			

Board, Committee, or Commission	Seat Name
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: ☒ Yes ☐ No If Yes, how many? 3	

EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
Sacramento State University	Economics Degree	☒ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed:		Certificate Awarded for Training?	
		☐ Yes	☐ No
Other Trainings Completed:		☐ Yes	☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☒ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

I believe in the uplifting of my local community through building relational equity, community resources, and economic relief. The racial inequities present in our community are tremendous and deserve an actionable solution that uplifts and rejuvenates generations to come. Through the board I am able to use my voice for positive change and create real change in my community. Being apart of a tangible solution is my primary goal in helping those that need relief.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

List any volunteer and community experience, including any boards on which you have served.

Youth Leader Genesis Church

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Desirae Herron

Date: 09/05/2023

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
ClerkofTheBoard@cob.cccounty.us*

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Desirae Herron

Senior Financial with Experience in Finance and Data Analysis

www.linkedin.com/in/desiraeheron

Seeking an Enterprising Accounting position at a thriving company. Experienced in developing budgets and converting monthly financial reports to evaluate profits. Spearheaded and proficiently executed financial reporting for the Northwest territory of the United States and Canada, and facilitated large teams to complete projects. Strengths include: MS Excel, Google Sheets, implementation of finance and accounting functions, and statistical analysis.

EDUCATION

California State University of Sacramento

Bachelor of Science: Economics, Spring 2018

RELEVANT COURSEWORK & SKILLS

•Money & Banking •Statistics •GAAP •Monthly Accruals •Microsoft Office (emphasis in Access, Excel, Outlook, PowerPoint, Publisher, and Word) •Solid Research & Analytical Skills •AIA •Nuance •SQL •Procore •Workday Financials •Python •Netsuite •Salesforce •Blackline

PROFESSIONAL EXPERIENCE

Senior Financial Analyst

Kaiser Permanente, Napa, CA July 2022-Present

As a Sr. Financial Analyst, I am responsible for conducting and interpreting complex financial assessment and modeling, leading internal audit processes, conducting and reviewing strategic financial research, and developing reports on region/business unit performance.

- Proficiently evaluate the complex business environment by conducting financial assessments.
- Lead internal audit process, reviews audit results, and engage with auditors to resolve material weaknesses, implement changes to internal controls and proactively assess high risk areas.
- Collaborate and advise region/business unit leaders on strategic fiscal matters by reviewing regular and special reports for both financial and statistical matters in order to facilitate financial management throughout the organization.
- Prepare asset, liability, and capital account entries by compiling and analyzing various accounts while finding cost recovery opportunities.
- Internal consultant to Kaiser Management team on reading and interpreting financial results, analyzing variances, and improving performance.

Senior Analyst, Construction Projects

Volta Charging, San Francisco, CA May 2021-July 2022

As a Sr. Construction Analyst, I am responsible for coordinating, managing monthly and quarterly reports with various financial analyses. I also provide insight and oversight to project costs while identifying and proactively providing solutions to project issues, supporting the implementation of department business and organizational plans, processes, and methods. In addition, I serve as a liaison for special ad hoc projects while overseeing 27 project managers and 3 Jr. Accounts.

- Perform monthly, quarterly and year end reconciliations as well as flux analysis for project cost and fixed asset related accounts.
- Complete project cost analysis over engineering, construction, and procurement operations.
- Collaborate and liaison with construction, and engineering project managers to create final budgets.
- Prepare asset, liability, and capital account entries by compiling and analyzing various accounts.

- Create monthly accruals and journal entries for revenue recognition and project percentage of completion analysis.
- Responsible for the implementation and UAT (User Acceptance Testing) of fixed assets, revenue recognition, and quarterly audits independently and cooperatively.
- Spearhead project accounting team meetings to oversee projects in various regions throughout the United States.
- Identify systems issues while developing and documenting business processes and accounting policies to maintain and strengthen internal controls.
- Support ad hoc projects while managing and overseeing project managers and project accountants.

Senior Associate, Development Project Accounting

WeWork, San Francisco, CA July 2019-January 2021

Oversaw and implemented financial reporting and analysis of the Northwest territory of the United States through monthly accruals, legal contracts, creating financial budgets, cost and benefit analysis, and client relations.

- Spearheaded monthly, quarterly, and annual financial reporting for designated territories to report to Finance Director.
- Implemented proper financial procedures and templates in accordance with territory law to ensure industry standards being maintained.
- Partnered with Regional and Central Finance team members to understand forecast-to-actual variances and provide insightful analysis to the leadership team regarding financial performance and key operating metrics.
- Contributed to transaction monitoring and reporting systems and framework ensuring the company maintains the highest standards and efficiency possible.

Lead Project Accountant and Business Analyst

Source Planning and Construction, San Francisco, CA July 2018-July 2019

Reviewed and maintained project Financial files, reports, billings and managed relationships with Clients and Subcontractors while maintaining cost efficiency.

- Collaborated with VP of Finance and Project Managers on a monthly basis to prepare monthly reports, tax audits, and customer billing in a timely manner.
- Identified business trends utilizing real data and analysis reports for Executive Management, Project Managers and Clients **resulting in a 40% increase in received profit.**
- Expedited and prepared expenses, material costs and prepared financial forms from Clients for budgeting and forecasting.
- Reviewed and maintained project financial files, progress liens, contracts, and credit applications on a per project basis while remaining under compliance.
- Streamlined and improved internal and external reporting for 200 projects while providing final lien releases in compliance for all contracted clients.
- Prepared and reviewed weekly and monthly AR / AP reports for all financial meetings.
- Updated and maintained business processes and implemented new solutions for cross-functional team members and management **creating a new streamlined process.**

Project Development Analyst Intern

The City of Sacramento Economic Development Department, Sacramento, CA January 2018-May 2018

Provided research, statistical analysis, and strategic planning for the start-up and development of the Bloomberg Financial Empowerment Center (FEC) and the Sacramento Economic and Employment Development Corporation.

- Provided cost and benefit analysis of potential investment projects
- Liaison between Project Managers, the City of Sacramento, and potential stakeholders with in the city and neighboring communities.
- Created and maintained statistical analysis reports using MS Excel and Stata of panel data from the Del Paso Heights community resulting in the financing of community development and local business incubators.

Transaction Coordinator

Elite Revenue Solutions, LLC, Brentwood, CA 2016–July 2018

Executed billing activities including initial entry, production of prebills, and verifying and distributing final invoices to doctors and office managers.

- Implemented proper bill coding ensuring HIPPA compliance.
- Actions resulted in an **average of 30% financial increase in reimbursements received.**
- Prepared and maintained unbilled reports that reflect delinquent accounts.
- Responsible for electronic and manual submission of Medi-Care, Medi-Cal and Self-Pay billings.

Client Coordinator

Realty World (DSO Enterprises, LLC.), Antioch, CA 2014–2016

Maintained a cooperative working relationship with Real Estate Agents, Loan Officers, Processors, Vendors and Builders to ensure proper communication and follow up throughout the home buying cycle.

- Spearheaded weekly preparation of reports reflecting the accuracy of accounts closed and in escrow.
- Maintained Customer Relations Management database of client data and realtor commissions.
- Streamlined office operations through initiating protocol, forecasting real time data, and responding to client inquiries.

LEADERSHIP ACTIVITIES

MLK Business Resource Group

Fall 2017-Spring 2018

- **Vice President of Recruitment and Membership (Elected Position), Philanthropy Officer**

Alumnae of Gamma Phi Beta Sorority

Fall 2013-Spring 2017

- **Social Chairwoman (Elected Position), Recruitment Advisor (Elected Position), Philanthropy Group (Volunteer)**