

Application Form**Profile**

Dawn

First Name

King

Last Name

Middle
Initial

100 Kansas City

Home Address

Suite or Apt

Concord

City

CA

State

94521

Postal Code

(925) 890-2299

Primary Phone

dekingpack@gmail.com

Email Address

[District Locator Tool](#)**Resident of Supervisorial District:**☒ District 4

Harris & Rosales LLP

Employer

Controller

Job Title

Length of Employment

1 year

Do you work in Contra Costa County?☐ Yes ☒ No**If Yes, in which District do you work?****How long have you lived or worked in Contra Costa County?**

17 years

Are you a veteran of the U.S. Armed Forces?☐ Yes ☒ No**Board and Interest****Which Boards would you like to apply for?**

Workforce Development Board: Submitted

Seat Name

Business

Have you ever attended a meeting of the advisory board for which you are applying?

☒ Yes ☐ No

If Yes, how many meetings have you attended?

1 - of the youth committee

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

SFSU

Degree Type / Course of Study / Major

Humanities/Philosophy

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I have worked as an accountant for 30+ years, mainly for small and medium-sized businesses. I have worn a lot of hats including the human resources role and I have a deep appreciation of what goes into business hiring decisions. I am passionate about small businesses and would like to contribute to the great work the WDB does creating opportunities in our local economy. I volunteered for many years with the San Francisco ILSP and have an appreciation of the obstacles many youth face in gaining an education and employment. I am interested in learning and serving my community and this seems like a perfect application of my skills, interests and background.

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

I am an experienced accountant, business manager and small business owner, so I would bring a wealth of private sector knowledge and experience to the board. I bring skills in data management and analysis which I use daily in my job. I have done job training and tutoring both in my professional and volunteer work and have lead marketing and fundraising efforts both at work and in my volunteer experiences. I am eager to learn more about the great work the WDB has been doing in our community and would love to be a part of it.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

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

☐ 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 or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

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

☐ 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?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 undersand that all information in this application is publicly accessible. I understand 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.

☒ I Agree

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.

Controller, Harris & Rosales, LLP (3/2024-present)

Accounting, Process Development, Retirement Planning,
Data Analytics for a growing law firm. Supervise a staff of 4 accounting professionals.

Controller, ServiceMaster Restoration Services and ServiceMaster Recovery Management (3/2018-6/2023)

Controller and Accounting Manager for the largest ServiceMaster Franchise in the country. Supervised a staff of 14+ accountants and auditors. In my tenure we have remade and upgraded all department processes to maximize use of today's technology. Using Power BI, I successfully aggregated data from the Accounting and Operations sides of the business into actionable, integrated dashboards and reports that have contributed to more profitable billing and speedier collections.

Accounting Manager, Collins, Mason & Co. CPAs (8/2017-3/2018)

Supervised 6 bookkeepers who provided onsite and offsite full-charge, outsourced Accounting Services. We served Small-to-medium-Sized businesses clients, high net worth individuals and property investors. I worked closely with our clients as a proactive member of their management team. Leveraged cloud based apps, Excel and PowerBI skills to streamline client workflow and deliver insightful, accurate and customized financial reports.

Accounting Manager/Controller, California Sports and Orthopaedic Institute (10/2011-7/2017)

Performed/Supervised all accounting functions for a 2-location medical practice with 7 doctors and a large administrative staff. Produced and present to partners budgets and profitability reports on 12 profit centers. Calculate profitbased compensation for partners and physicians. Proactively worked with partners to identify areas for cost savings, contract improvements and new opportunities for growth. Manage the process of bringing the website, online profile and social media maintenance in-house.

Owner/President, King & Associates, Inc. (2010-2013)

I started this bookkeeping services firm which specialized in using QuickBooks along with other add-on applications to provide Full-Charge and after-the-fact, off-site, cloud-based bookkeeping services to 35+ clients. I supervised a staff of 11+ bookkeepers, data entry and marketing personnel. We did extensive marketing to the CPA community including 3 direct mail campaigns per year, 6 speaking engagements with the Cal Society of CPAs and a telemarketing campaign. I sold the company to one of my competitors in October 2013.

Accountant, Family Office, Seven Stones Winery, Ronald C. Wornick and the Wornick Family Foundation (2004-2008)

Full-Charge Bookkeeper for Seven Stones Winery, Ronald C. Wornick and the Wornick Family Foundation. Managed all aspects of Accounting and family office tasks for this high net-worth individual, his small business and his family foundation.

In 2007 I was promoted to a business management and marketing role to assist with the setup and the launch of Seven Stones Winery. In that capacity I developed relationships with vendors, oversaw the creation of all packaging and marketing materials, including website development and product launch.

Full Charge Bookkeeper (1999-2002), Associate Publisher (2002-2004), FrancePress, Inc.

I began as a bookkeeper for this publisher of two small magazines: France Today (an English-language publication targeting American Francophiles) and Le Journal Français (a French-language publication targeting American Francophones). In 2002 I was promoted to the position of Associate Publisher. Over my term of employment I was responsible for performing or delegating all financial management tasks, managing a team of 11 people, including two editorial staffs, overseeing the production of both publications, developing Advertising and Marketing (circulation) strategies, developing strategic marketing partnerships, performing/delegating the Advertising Sales and all marketing efforts, which included two websites, email newsletters and 7+ direct mail campaigns/year.

Full Charge Bookkeeper, Featherpen Business Services (1996-2000)

I worked under the supervision of an experienced accountant and was placed at multiple clients in a variety of industries doing a full range of bookkeeping services. Duties included: A/R, A/P, Bank Reconciliation, Payroll (both in-house and via third-party service provider), Collections, Financial Statements, Job profitability analysis, cash flow, budgets; Setup clients in QuickBooks. Setup and maintained Chart of Accounts. Regularly filed Sales Tax, City of SF Business Tax, Worker's Compensation.

EDUCATION

San Francisco State University:
M.A., Philosophy, Minor, Economics
(coursework completed, thesis pending)
B.A. Philosophy & Religion
B.A. Humanities

LANGUAGES

French

CERTIFICATIONS

QuickBooks ProAdvisor 20+ years
Certifications in Excel Power Pivot
and Microsoft Power BI

Contact

www.linkedin.com/in/dawnwilkinsking (LinkedIn)
proadvisor.intuit.com/app/accountant/search (Other)

Top Skills

Data Modeling
Spreadsheets
Microsoft Outlook

Languages

English (Native or Bilingual)
French (Professional Working)

Certifications

QuickBooks Proadvisor
P3 Foundations Certified
P3 Accounting Certified

Dawn King

Experienced Controller/Accounting Manager
Concord, California, United States

Summary

Extremely hi-tech, experienced accounting manager, with business management, business development and marketing experience. 30+ years of experience working directly with small to medium-sized business owners.

Quickbooks Expert and reporting specialist
Advanced Excel user
Power BI & Powerapp developer

I have a passion for helping business leaders take charge of their data and delivering the KPIs your current system has long denied you!

I'm very excited about the future role of accountants in delivering insightful Business Analytics.

In recent years technology has come to meet the skills set of most experienced accountants and we now can have data superpowers that a few years ago we only dreamed of having.

I enjoy using QuickBooks, Excel, Power BI and PowerApps to automate, integrate & streamline data and deliver meaningful financial reports & dashboards to managers at all levels of enterprise.

Experience

Harris & Rosales, LLP
Controller
March 2024 - Present (1 year)

Dawn King Bookkeeping & Consulting
Business Owner, Accountant and Consultant
June 2023 - Present (1 year 9 months)
Walnut Creek, California, United States

ServiceMaster Restoration Services (Sharjo, Inc.)

Controller

March 2018 - June 2023 (5 years 4 months)

Concord, CA

Controller and Accounting Manager for a local ServiceMaster franchisee that became the largest ServiceMaster in the country during my tenure. Built and supervised an international team of 14+ accountants and auditors. I used Power BI to automate complex calculations and create dashboards that aggregated data from across the organization and delivered meaningful, actionable KPIs to all levels of management.

Collins, Mason & Company

Accounting Manager

August 2017 - March 2018 (8 months)

Oakland, California

Led the Accounting Services Team providing comprehensive, cutting-edge, outsourced Accounting Services to Small and Medium-Sized clients.

California Sports and Orthopaedic Institute, Inc.

Business Manager/Accounting Manager

October 2011 - July 2017 (5 years 10 months)

Berkeley

Bookkeeping, Reporting, Financial Analysis and Budget preparation for this 2-location medical practice. Produce and present to partners budgets and profitability reports on 12 profit centers. Calculate profit-based compensation for partners and physicians. Proactively worked with partners to identify areas for cost savings, contract improvements and new opportunities for growth. Contributed to process refinements to automate and offshore workflow wherever possible.

Managed the process of bringing the website, online profile and social media maintenance in-house. Contributed to developing marketing and branding strategy for the practice.

King & Associates, Inc.

Owner and CEO

August 2010 - October 2013 (3 years 3 months)

Walnut Creek, CA

I started as Dawn King Bookkeeping Services, specializing in using QuickBooks along with other add-on applications to provide Full-Charge and after-the-fact, off-site, cloud-based bookkeeping services. We grew and incorporated as King & Associates. I supervised a staff of 6+ bookkeepers, data entry and marketing personnel. We did extensive marketing to the CPA community including 3 direct mail campaigns per year, 6 speaking engagements with the Cal Society of CPAs and a telemarketing campaign. I sold the company to a competitor in October 2013.

Save The Pleasant Hill Dome (501(c)3)

Founding Treasurer

April 2013 - May 2013 (2 months)

Pleasant Hill, CA

I helped found a non-profit to organize the efforts of Pleasant Hill-area citizens who were protesting the impending demolition of a Bay Area architectural gem, the Pleasant Hill CinéArts Dome.

In a matter of months we successfully organized, incorporated and raised over \$10,000 to support our legal battle against the demolition of this community landmark. Unfortunately, our efforts were unsuccessful and the Pleasant Hill city council approved the request of the property owners to destroy one of the last remaining Vinceny G. Raney domes in our country.

Our efforts are documented here:

https://en.wikipedia.org/wiki/Pleasant_Hill,_California

For more on the Raney domes see:

<http://www.theverge.com/2014/4/21/5635454/silence-of-the-domes-1964-2014>

Pleasant Hill/Walnut Creek Mothers' Club (501(c)7)

Treasurer

August 2010 - August 2011 (1 year 1 month)

Volunteer treasurer for a non-profit social club 501(c)7 whose mission is to, "Nurture the Nurturer" Manage deposits, disbursements, bank reconciliation, yearly budget. Prepare for yearly tax filings. Regularly present budget and financial reports to the club board.

Seven Stones Winery

Full Charge Bookkeeper

September 2004 - February 2008 (3 years 6 months)

Accountant for Seven Stones Winery, Ronald C. Wornick and the Wornick Family Foundation. Managed all aspects of bookkeeping and various administrative tasks for this high net-worth individual, his small business and his family foundation. Assisted CPA with necessary documentation for yearly tax filings. Managed outside payroll provider. Completed winery compliance filings with various federal and state agencies. Helped with human resources as needed. Audited and updated inventory of Mr. Wornick's large art collection.

Friends of San Francisco Independent Living Skills Program (501(c)3)

Founding Treasurer

May 2005 - December 2007 (2 years 8 months)

I served as volunteer treasurer for this non-profit 501(c)3 whose mission it is to, "Support current and former foster youth to meet life's challenges and work towards getting what they need to become self-sufficient, successful young adults."

I processed donations, disbursed scholarship funds, prepared budget and financial reports and regularly presented them to the board.

Freelance Bookkeeper

Freelance Bookkeeper

1991 - December 2004 (13 years)

San Francisco, Napa and Walnut Creek, CA

A/R, A/P, Bank Reconciliation, Financial Statements.

Job profitability analysis, Inventory management, Sales and Commission reports.

Inventory tracking. Cost of Sales analysis.

Cash flow planning, Collections, Budgets for business and non-profits.

Have worked with manual accounting systems and Quickbooks.

Processed payroll internally, filing all related tax filings, or managed payroll service provider.

Have filed Sales Tax, City of SF Business Tax, Worker's Compensation.

Trained/managed bookkeeping & admin personnel.

Regularly work with CPAs to ensure transactions are tracked to your best tax advantage.

Extensive Quickbooks and Excel experience: have setup countless clients on Quickbooks.

Have also done extensive cleanup of Quickbooks data.

Have documented and cleaned up books after bookkeeper fraud.

Personal bookkeeping, bill payment, financial statements for individuals.

Over the years I have worked for clients in the following industries:

- Advertising
- Architect
- Art gallery
- Construction
- E-commerce
- Furniture wholesale
- Graphic Design
- Hair salon
- High tech
- Import/Export
- Non-profit Foundation
- Non-profit 501(c)3
- Non-profit 501(c)7
- Photographer
- Real estate investors
- Rental property management
- Small magazine publishing
- Winery

FrancePress, Inc.

5 years

Associate Publisher

2002 - 2004 (2 years)

San Francisco

Promoted from Accountant to Associate Publisher, I was the business manager of FrancePress, publishers of Journal Francais, the largest French-language newspaper in the United States and France Today, a publication in English on contemporary France.

Managed a staff of 11 people: two editorial staffs, Circulation, Marketing, Advertising Sales and Accounting Departments

- Direct Marketing: planned and executed 7+ direct mail campaigns per year aimed at subscriber acquisition and retention
- Advertising & Promotion: designed range of print and web ads, sales tools (media kits, sales sheets)

- Circulation Management: oversaw the operations of the fulfillment house, managed and developed other distribution and sales channels
- Partnerships & Event Planning: negotiate partnerships and cross-promotional agreements with key French-American organizations and event planners nationwide
- Online Marketing: implemented programs to increase web traffic and online sales such as e-newsletter campaigns
- Sales Team Management: trained and supervised new sales account executives, defined advertising offering, identified and allocated accounts, responsible for ad sales reporting and forecasting.

Part-Time Bookkeeper

September 1999 - 2002 (3 years)

San Francisco

Accounting data entry, reconciliation and file maintenance for the publisher of the Journal Francais, the largest French-language newspaper in the United States and France Today, a publication in English on contemporary France.

Featherpen Business Services

Full Charge Bookkeeper

March 1996 - 2000 (4 years)

I worked under the supervision of an experienced accountant and was placed at multiple clients in a variety of industries doing a full range of bookkeeping services.

Duties included:

A/R, A/P, Bank Reconciliation, Payroll (both in-house and via third-party service provider), Collection calls, Financial Statements, Job profitability analysis, cash flow, budgets; Setup clients in Quickbooks. Setup and maintained Chart of Accounts. Regularly filed Sales Tax, City of SF Business Tax, Worker's Compensation. Regularly work with CPAs throughout the year and on year-end close.

Work included clients in advertising, design, photography, small magazine publishing, art gallery.

Quickbooks was used exclusively. Both Mac and PC environments.

Education

San Francisco State University

M.A., Philosophy · (2000 - 2002)

San Francisco State University

Bachelor's degrees, Humanities, Philosophy & Religion · (1997 - 2000)

Indiana University Bloomington

Bachelor's degree (incomplete), Classical Flute Performance · (May
1988 - January 1991)

Logansport High School