

Mariela Esther Dawkins

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Profile

Successful executive, supervisor trainer and mentor with over 21 years of progressive implementation of the generally accepted accounting principles, management and business procedures. *Bilingual: Fluent Spanish and English.*

Summary of Qualifications

- Program Assessment and Evaluation
- Staff Developer and Trainer
- Client account management
- Reports creation and analysis
- Abila, MIP
- MYOB
- Blackbaud
- Peachtree
- Strategic Planning
- Project Development
- Prepared Budgets
- Reconciled Bank Accounts
- Lacerte Tax system
- Net Suite
- Microsoft Office Suite
- Raisers Edge
- Audits
- Contract negotiation
- Financial Reporting
- Federal Financial Reports
- Property Ware
- People Soft
- Yardi Voyager
- QuickBooks

Accounting

- Prepared Quarterly and Annual Federal Financial Reports, Indirect cost Rate proposal, financial & cost analysis, expense control, designed budgets, compiled statistical data, audited P & L, financial statements, reconciled accounts, and interpreted information.
- Maintained accurate accounts including cash, inventory, fixed assets, and accounts payable/receivables accrued expenses and lines of credit. Federal Reporting
- Knowledgeable of FAR, 2 CFR 215/226 (A-110), 220/230 (A-21 & A-122) and OMB Circular A-133 reporting and transactional requirements. Preparation of indirect cost rate proposals, cost reimbursements, and forecasts, monitored details to ensure that federal requirements are followed. Prepared federal financial reports

Systems Administration

- Assisted IT department with data mining computer expertise, needs assessment, process improvement/streamlining, tracked progress, problem solving, evaluated & compared data, software management.

Accounting Reviews

- Prepared detailed technical and analytical review of federal/state *Corporate, Partnership, and S Corporation* tax returns, FAS 109 provisions, and quarterly estimates.

Employment History

EDAS-BUS

Accounting and Business Services - Oakland, CA 6/2014-present

Research Administrator - UCB

Finance Director - CVNL

Finance Manager - BALA

- Conducted PEST analysis, to define the remote external environmental elements such as political, economic, and Social impact of the agency and the services proposed
- Conducted scenario planning, to analyze future scenarios and feasibility
- Conducted research to address internal strengths and weaknesses relative to the external opportunities and threats
- Prepared all programmatic and agency documentation to be presented to DHS.
- Prepared monthly analysis operational expenses against prior year and budget, providing explanations and business solutions to help mitigate the risks.
- Collaborate with Team Leaders to determine financial impact due to project cost, new projects, etc. and prepare periodic forecasts to update management on projected results.
- Analyze financial performance against key agency metrics and document pertinent financial highlights that will enable management to determine progress against budgets.

Accounts Coordinator

MEDA – Economic Development Agency - San Francisco, CA

2/2013 – 7/2014

- Coordinated and lead agency audit process, liaise with external auditors. Prepared program budgets and planning process in conjunction with the Development Director and the Finance Director; administered and reviewed all revenue, financial plans and budgets; monitor progress and changes and keep senior team abreast of the organization's financial state.
- Manage organizational revenue, Implemented a robust contracts management and financial management/ reporting system; ensured that federal, state and local contracts billing and collection schedule where adhered to and that financial data and cash flow where steady and supported operational requirements.
- Prepared journal entries, accounts analysis, bank reconciliations and month/yearend closing process.
- Prepared cost reimbursements, and forecasts, for federal state and local requirements where followed.

Senior Accountant

EDAS-BUS – San Francisco, CA

2008 -2013

- **Property Management** - Performed complex general accounting functions, including the preparation of journal entries, account analysis and bank reconciliations and month/year end closing process.
- **Retailer** – Set-up accounting managed and maintained accounting system (Quick Books Retailer) Prepared accurate monthly, quarterly and annual financial statements.
- **Non-profit** – Set up managed and maintained accounting system. Completed monthly, quarterly and annual bank reconciliations for 10 small organizations
- **Start-Ups** - Reconciled bank statements to clients' books and prepared financial statements from client documents, prepared and filed tax returns.

Property Accountant

Eden Housing Management - Property Management, Hayward, CA

2006 -2007

- Performed complex property accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations
- Performed periodic budgeting/modelling to project monthly cash requirements
- Prepared financial Statements for presentation to senior management
- Supervised accounts payables clerks
- Drafted and reviewed financial statement.

School Office Manager

Leadership Public Schools - Charter School, Richmond, CA

2004 - 2006

- *Responsible for school district attendance report, tracked student attendance Translated and integrated human resources policy into operational practice (e.g., Vacation/Sick Leave reporting, evaluation performance), created other written materials in Spanish and English.*
- *Trained, coached and mentored staff to ensure smooth adoption of new program*
- *Participated in layoff functions in collaboration with the Human Resources department; addressed departmental issues with School Principal, Director of Operations and Operation Manager.*
- *Resolved personnel-related and payroll problems and policy issues, (e.g., Workers Compensation, Family leave, Vacation/Sick Leave Accrual and Ergonomic Evaluations).*

Staff Accountant

• **Women Foundation and WILD for Human** – Nonprofit agency

2000 -2004

- *Set-up and maintained the accounting system for WILD. Responsible for cash management, bank reconciliation, full cycle accounts payable and receivable, and G/L accounts.*
- *Prepared monthly AP accruals, obtained signatures, ran checks, managed billing and collections, entered deposits.*

Community Outreach

Treasure

Harm Reduction Therapy Center

2013-present

- Effectively assist in the preparation and presentation of critical financial statement and matters to the board of directors.

Education

B.A, Spanish and Accounting

California State University East Bay, Hayward, CA

A.A Social Science

Laney College, Oakland, CA

I.T Manager Certificate

San Francisco State University – San Francisco, CA

B.S. Medical Studies

University of Panamá – Panamá City, Panamá Republic of Panamá