

**Kerry J. Riguzzi**  
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**EDUCATION**

2013 Certificate in Accounting	Southern New Hampshire University	Hooksett, NH
2001 – 2005 MBA, Finance	Iona College	New Rochelle, NY
1996 – 2001 B.S., Sports & Recreation Management	St. John's University	Jamaica, NY

**WORK EXPERIENCE**

*February 2021 to Present*

<b>Coordinator – Fiscal Operations</b>	<b>Westchester County Department of Parks, Recreation &amp; Conservation</b>	<b>Ardsley, NY (Administration)</b>
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- Responsible for the development and submission of the department budget and quarterly budget forecasts.
- Work with local, state and federal authorities to submit reimbursement requests for FEMA declared incidents.
- Manage trust accounts balances and oversee the collection of department grants.
- Revise established and design new internal accounting systems to ensure functionality and responsiveness to department needs.
- Supervise division staff responsible for daily audits, contract management, purchasing and accounts payable/receivable.
- Provide revenue and expense reports to Senior Management as needed.

*April 2015 to February 2021*

<b>Senior Management Analyst</b>	<b>Westchester County Department of Parks, Recreation &amp; Conservation</b>	<b>White Plains, NY (County Center)</b>
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- Audited the County Center box office receipts and reconciled ticket sales to the Ticketmaster audits
- Managed fiscal account with the Westchester Knicks & NY Liberty by reviewing game reports and preparing game and monthly settlements based on contractual terms.
- Supervised staff responsible for daily reconciliations and cash handling for the box office and parking operations.
- Monitored and controlled unit expenditures and assisted in the development of the department's budget
- Facilitated the day-to-day operation of the accounting unit through the receipt, recording and deposit of cash; the preparation of statements for management, the disbursement of funds; and the preparation of accounting and statistical reports
- Maintained financial schedules and assembled and analyzed statistical and financial reports to provide budget forecasts and identify budgetary problems.

*September 2006 to April 2015*

**Program Specialist (PRC)**

**Westchester County**

**Ardsley, NY**

**Department of Parks, Recreation & Conservation (Administration)**

- Monitored and controlled unit expenditures and assisted in the development of the department's budget and quarterly budget forecasts
- Developed weekly revenue and expense plans and prepared weekly revenue and expense reports for management comparing planned figures to actual
- Maintained financial schedules and assembled and analyzed statistical and financial reports to provide budget forecasts and identify budgetary problems.
- Administered all aspects of contract management by analyzing operational needs, participating in the development and issuance of bid specifications and Request For Proposals, preparing formal contract request documents, monitoring compliance with County procurement regulations, providing technical assistance in the drafting of agreements, tracking contracts through the execution process, and providing fiscal oversight off all agreements including the encumbering of funds, vendor invoice review, voucher processing and cost analysis

*February 2003 to September 2006*

**Senior Office Assistant**

**Westchester County**

**Rye & Mt. Kisco, NY**

**Department of Parks, Recreation & Conservation (Playland)**

- Balanced and reconciled bank accounts and performed needed entry adjustments
- Managed accounts with Playland Concession contractors and processed weekly payments per contractual terms
- Provided fiscal oversight off contractual agreements including the encumbering of funds, vendor invoice review, voucher processing and cost analysis
- Managed all aspects of Accounts Receivable including invoice processing, the receipt of payments, the reconciliation to the general ledger and the issuance of monthly reports
- Performed daily audit of all Playland's financial operations and monitored overages and shortages by cashier and investigated discrepancies when necessary.

*August 2002 to February 2003*

**Sports Desk Assistant**

**Southern Westchester BOCES**

**Elmsford, NY**

**Center for Interscholastic Athletics**

- Monitored athletic budget expenditures for each school district in Westchester, Rockland, Putnam and Dutchess Counties
- Processed payment of claims and monitored spending patterns through an automated system
- Provided administrative support to the Interscholastic Athletic Assistant by preparing reports with the assistance of an automated information system
- Arranged event schedules through the coordination of Athletic Directors and Officials
- Assigned officials to games based on their certification and experience

*September 2001 to August 2002*

**Box Office Assistant**

**Arena at Harbor Yard**

**Bridgeport, CT**

- Assisted in the auditing of the box office's monetary process, including daily activity and royalties and reconciled ticket receipts to the Ticketmaster audit
- Validated box office event cost allocations in order to prepare event settlement reports
- Invoiced tenants, trade partners and licensees in accordance with operating agreements
- Responsible for the sale and management of group and club seat ticket accounts