

COORDINATOR-FISCAL OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class manages the short and long-range fiscal policies, programs and procedures of a department including general fiscal operations, budgeting and auditing. Incumbents exercise considerable independent judgment in analyzing the budgetary/fiscal support operations of a department to ensure the consistency of financial policies, the sound integration of functions among departmental units, and to increase and maintain efficiency of operations in keeping with the goals and objectives of departmental management. This class differs from the lower-level Accountant III and Budget Specialist III classifications in that Coordinators are responsible for planning, coordinating and implementing fiscal and budget support activities in a large County department. Depending on assignment, responsibilities may focus on budgeting, financial auditing, financial planning or accounting, asset recovery, or a combination thereof. Supervision is exercised over budgetary and fiscal support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages and coordinates the financial and budgetary support operations of a large department or major fiscal division by performing complex professional accounting functions in support of areas such as payroll, accounts payable, budget, general accounting, revenue accounting, etc.;

Establishes and maintains effective methods of coordinating workflow by developing standard procedures for the reporting of financial information, the compilation of financial data used for mandated and departmental reports, and the preparation of the departmental budget.

Coordinates the work of other divisions involved in financial operations by working with department/division managers to ensure that activities are in accordance with established financial control procedures and regulatory standards;

Prepares the annual departmental budget and the Annual Report consistent with regulatory guidelines and procedures;

Analyzes and reviews statistical and financial reports detailing financial activities in various department/division operations to monitor compliance with standards and procedures as well as to identify errors or problems that need to be resolved;

Develops and enhances complex automated financial management information systems to compile data in various formats to effectively audit, analyze, and report financial information;

Implements procedural changes in financial areas such as budgeting, reimbursement, auditing and analysis, asset recovery, as directed;

Monitors departmental grants and contracts to ensure compliance and the appropriate dispersal of funds; prepares reports on same;

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EXAMPLES OF WORK: (Cont'd)

Interprets federal, state, and local guidance, reviews and oversees recovery of funds from multiple program recipients, as needed;

Directs the auditing of error reports and responds to customer complaints relating to overpayments; serves a liaison to NYS in audits of program payments; develops/oversees corrective action plans for department program offices;

Ensures the appropriate recording and payment processing of recovered funds associated with overpayments, estate recoveries, trusts/guardianships, personal injury awards, real estate proceeds, fraud recoveries, and spousal refusal settlements through payment processing systems and recovery reports;

Ensures compliance with state and federal regulations on formal customer repayment agreements, including shelter and utility arrears;

Serves as witness at Fair Hearings conducted in financial recovery matters;

Reviews and approves claims for reimbursement of services and ensures that incoming accounts payable are correct, appropriately recorded and processed;

Prepares financial and statistical statements, which include revenue and expense reports, operational status reports, and cash flow management and cost control procedures;

Analyzes financial and statistical reports and forms recommendations to assist in short and long term financial forecasting and planning;

Assists in the preparation of the departmental/division budget by coordinating the compilation of data and by evaluating factors such as equipment and facility use and personnel staffing to form recommendations in the budget process;

May assist all departmental personnel with all software applications relating to financial systems;

May act as a member of the testing process team with the updating of automated financial software or when new software is purchased;

Acts as a departmental representative on matters pertaining to fiscal operations as assigned;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern budgeting and auditing theory and practice; thorough knowledge of cost accounting, and budgetary procedures; good knowledge of budgetary management and cost control theory and practices; good knowledge of automated financial systems designs and techniques; good knowledge of office procedures and practices; working knowledge of applicable Federal, State and local laws and regulations; ability to organize and initiate accounting systems for new programs; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; discretion; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* in Accounting, Business Administration, Finance, Economics or a closely related field, and five years of experience in financial operations where a primary function was accounting, budgeting, financial auditing, financial planning, or asset recovery.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in any of the above fields may substitute on a year for year basis for up to one year of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J.C.: Competitive
MQT5

Job Class Code: C2864
J.G. XIII

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EDUCATION

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

WORK EXPERIENCE

February 2021 to Present

Coordinator –	Westchester County	Ardsley, NY
Fiscal Operations	Department of Parks, Recreation & Conservation	(Administration)

- 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

Senior Management Analyst	Westchester County	White Plains, NY
	Department of Parks, Recreation & Conservation	(County Center)

- 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