

**Joseph J. Pizzo**  
**169 Richmond Heights, Richmondville, New York 12149**  
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## **QUALIFICATIONS SUMMARY**

Experienced Financial Professional with proven ability to organize and maintain financial records, operations, and communications in a budgetary environment.

1. Preparation and implementation of a budgetary control system.
2. Comprehensive knowledge of and experience with the Uniform System of Accounts for New York State.
3. Proven leadership coupled with the ability to direct staff in providing financial reports, debt service, and investment management.

## **PROFESSIONAL EXPERIENCE**

*Village of Richmondville, Richmondville, New York* *9/2015-1/2017*  
**Clerk/Treasurer**

Supervised office staff; records management officer; chief fiscal officer; supervised monthly utility billing; village tax collector; conducted village elections; human resources manager; prepared for and attended village board meetings; preparations included resolutions, agendas and the recording and distribution of minutes; responsible for timely filing of local laws with the state; maintained local law records and updated Village Code to reflect new regulations; assisted village committees in their duties. Utilized Quickbooks, Microsoft Excel, Microsoft Word and Schoharie County Real Property Tax program.

*Bill Lake Homes Construction Corp., Sprakers, New York* *4/2015-9/2015*  
**Bookkeeper/Human Resources**

Accounts payable and purchase order processing. Assisting in processing the bi-weekly payroll(paychex) of approximately 40 employees. Managing employee health insurance and maintaining company personnel files. Maintaining subcontractors certificates of liability for worker's compensation for compliance with annual New York State Insurance Fund audits.

*Green Circle Accounting, Cooperstown, New York* *11/2014-4/2015*  
**Payroll/Sales Tax Specialist**

Payroll processing; payroll/sales tax return preparation; W-2 and 1099 preparation. All duties performed for various clients. Software utilization includes Microsoft Word, Open Office(spreadsheets), Quickbooks Desktop, Quickbooks Online, and Intuit Online Payroll (IOP).

*J&P Son, Inc., East Hampton, New York*

*1999-present*

**Bookkeeper/Accountant**

Update financial records on a quarterly basis. Prepare annual Forms 1120S, CT3-S, 1040 and IT-201. Periodically update contractors certificates of insurance in preparation of annual workers compensation and general liability audits. Collect contracts of all contractors involved in specific jobs for the purpose of accounting for how much each contractor should be paid.

*Capital Region Off-Track Betting Corp., Schenectady, New York*

*7/2012-12/2012*

**Accounting Manager**

Performed various accounting duties involving payroll, accounts payable, and fixed assets. Oversaw the performance of the payroll and accounts payable departments. Utilized various accounting software, including Microsoft Excel, Word and Outlook. Other software utilized included Kronos (payroll), MAS.90 (general ledger), and Sage (fixed assets).

*Buel CPA, P.C., Gilboa, New York*

*1/2011-3/2011*

**Staff Auditor**

Assisted in the audit process of various housing authorities.

*Wick's Company Gardens, LLC, Watermill, New York*

*1/2009-12/2010*

**Bookkeeper/Accountant**

Responsible for performing bank reconciliations. Preparation of payroll, sales, and individual tax returns. Utilized **Quickbooks** software.

*Ravena-Coeymans-Selkirk Central School District, Selkirk, New York*

*1/2008-12/2008*

**District Treasurer**

Analysis of cash flow on a regular basis. Administration of debt service. Preparation of quarterly payroll and sales tax returns while meeting federal and state payment deadlines. Monitoring of the district budget while performing budget modifications when necessary. Preparation of year end journal entries and assistance in preparation of year end financial statements and Form ST-3. Tracking of district capital projects. Preparation of monthly Treasurer's Reports to be presented to the Board of Education. Maintaining strong internal controls as required by New York State guidelines. Microsoft Excel and Microsoft Word utilized in day-to-day operations. Utilized **Finance Manager** software.

*Town of East Hampton, East Hampton, New York*

*5/1994-7/2007*

**Deputy Budget Officer**

Act for Budget Officer in his absence and handle matters of a confidential nature. Assist in analyzing departmental budgetary requests and recommend necessary changes to department heads and the Town Supervisor. In consultation with the Budget Officer, prepare the annual Town Budget of 68 million dollars. Responsible for the administration of debt service, preparation and distribution of monthly departmental budget accounts, preparation of payroll and sales tax reports, reconciliation of over 30 bank accounts, and the oversight of all investment activity. Microsoft Excel utilized in day- to- day operations. Utilized the **Munis** system of municipal accounting software.

*Markowitz, Preische & Stevens, P.C., East Hampton, New York*

*6/1990-4/1994*

**Staff Accountant**

Prepared tax returns of corporations, partnerships and individuals. Participated in annual field audits of various client companies. Prepared payroll and quarterly payroll and sales tax returns. Prepared year end tax forms including 1099's and W-2's. Assigned 20-30 clients, for whom I assumed monthly bookkeeping responsibilities.

## **EDUCATION AND CREDENTIALS**

### **Bachelor of Science - Finance 1990**

Southampton College/Long Island University, Southampton, New York

## **PROFESSIONAL TRAINING**

*Association of Towns Annual Training* for Municipal Accounting  
*MUNIS Training* for Municipal Accounting and Financial Administration  
*New York State Association of School Business Officials Annual Conference* for Treasurer  
Strand  
Successfully completed 23 CPE credits of PPC's Guide to Audits of Local Governments

## **MEMBERSHIPS**

New York State Association of School Business Officials (NYSASBO)

## **WORK REFERENCES**

1. Dennis Geisler, Retired Business Administrator (845)758-8398
2. Leonard Bernard, Town Budget Officer, Town of East Hampton (631)324-4140
3. Robert White, C.P.A., Partner of Markowitz, Fenelon, Tuttino & Crowley (631)324-2044
4. Rebecca Bombardier, Electric Clerk, Village of Richmondville (518)294-6681

## **PERSONAL REFERENCES**

1. Timothy Sweeney, C.P.A., Personal family accountant (518)234-7516
2. Roger Gural, NYPA Technician (518)287-1102