

**CHRISTOPHER S. QUIRK, CPA, MBA, CGFO**  
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## **PROFESSIONAL OBJECTIVE**

Senior level appointment in Management utilizing skills in fiscal management, planning, administration, business development and staff management.

## **EXECUTIVE SUMMARY**

Significant experience in managing people, operations, administration of business concerns while implementing profitability, cash flow and operations improvement initiatives. Experienced in public accounting, business consulting, construction/contractor business accounting, non-profit and governmental accounting provides a wide range of background and expertise.

Highly motivated...professional in presentation and conduct...results-driven...excellent communicator...and articulate.

Seek opportunity to utilize ability to produce positive results in management.

## **RELATED QUALIFICATIONS REVIEW**

### **Administrative Management**

Recognized for achievement in analyzing operating and financial systems, determining appropriate resources, programs, and internal control policy, cash and investment management and human resource administration and policy.

Bottom-line, customer approach to operations. Understand prime importance of providing impeccable service and efficient accounting and distribution.

Skilled in operations analysis, fiscal planning, budgeting, expense control and staff supervision including off-site locations.

### **General Management Demonstrated**

Demonstrated ability to take-charge of operations, marketing/service functions and distribution systems resulting in improved account service, improved fiscal results and administrative accountability. Recognized for general management talent through appointment to Board of Directors.

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## **EXPERIENCE REVIEW**

**Finance Director, 2017-present**

**Village of Tequesta, Florida**

Directs the programs, operations and services of the Finance Department to include the Village's financial management systems, accounting, treasury management, debt administration, utility billing, property tax, cash receipts and pension funds transactions.

Establish department goals, objectives and work plans; develop and maintain financial management systems, internal controls, and policies and procedures; develops and maintains department rules and regulations.

Establishes compliance with internal controls, policies and procedures, relevant Federal and State laws, ordinances and resolutions. Ensures financial activities adhere to generally accepted accounting principles (GAAP).

Supervise, direct, and evaluate assigned staff; provide guidance and direction to direct reports and staff regarding finance issues and concerns. Resolve employee concerns and problems, counseling and disciplining as appropriate.

Evaluate programs, services and operations; assess effectiveness and performance; identify and implement changes to maximize use of resources to improve the Village's finance needs; formulates and recommends ordinances and resolutions for adoption.

Oversees the selection, implementation, administration and maintenance of the Village's automated financial management system; ensuring proper employee training and availability of all tools needed to best utilize the system.

Direct the annual financial audit, preparation of the comprehensive annual financial report and the development and administration of the department budget and prepares monthly and other reports on the Village's financial and budgetary performance.

**Chief Fiscal Officer, 2014-2017**

**City of Albany Department of Water and Water Supply**

Under the direction of the Mayor, oversee all accounting, finance and administration, supervises staff; oversee the daily cash management program; manages banking structure and banking relationships; manages billing and collections; manages all payables and receivables due to the City. Develop and implement internal controls, and cash management policies. Manages all purchasing functions. Serves as liaison to outside audit firm.

**Assistant Treasurer, 2011-2013**

**City of Albany, NY**

Under the direction of the City Treasurer, oversees treasury and cashier operations; directly supervises staff; oversees the daily cash management program; manages banking structure and banking relationships; manages tax billing and collections; manages all receivables due to the City; works closely with City Treasurer to develop and implement internal controls, cash management policies and issuance of bonds, bond anticipation notes and revenue anticipation notes. Responsible for State mandated annual comprehensive financial report. Serves as liaison to outside audit firm.

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**Chief Fiscal Officer, 2004-2011**

**Dept. of General Services**

**City of Albany, NY**

As CFO, I was responsible for all financial and administration for a \$40 million city department.

Duties include budget preparation, management and analysis. Manages all purchasing contracts, bidding and payment approvals. Additionally, union contracts and negotiations, and capital project management and payroll/human resources. Also instituted internal control policies and procedures safeguarding cash and other city assets. Department liaison to outside audit firm.

**Finance Director, 2001-2004**

**SMG at the Palace Theatre**

Responsible for the management of corporate finance, box office operations, event settlements, Financial and tax reporting as well as budget preparation and management.

**Chief Financial Officer, 1997-2001**

**Northeast Solite Co., Saugerties, New York**

As CFO, I was responsible for the management of corporate finance, manufacturing accounting systems, financial and tax reporting, as well as, corporate administration. Northeast Solite Corp. is the parent company of 15 mining and manufacturing facilities located in the northeast, mid-west and southeast United States.

**Vice-President of Finance, 1984-1997**

**Vellano Brothers Inc., Anjo Construction, AJ Vel Ltd, Latham, New York**

Retained as Administrative Director; promoted to Administrative Director and Corporate Controller. Subsequently promoted to position as Vice President of Finance. Appointed to Board of Directors based upon performance and management talents.

As Vice President, responsible and accountable for all financial operations, fiscal management, and administration within this company.

In addition, accountable for:

- \*Management of all assets of business.
- \*Issuing of all monthly financial statements for three organizations and analyzing financial ratios, cash flow and budget results/related controls.
- \*Development of annual, seven branch budget of manpower, expenses, inventory and operations. Develop annual capital expenditure budget.
- \*Responsible for all administrative policy development and management; authored accounting and administration manuals.
- \*Direction and planning for telecommunications operations and services including data, voice and computerized systems. Supervise computer operations.
- \*Supervision of six at corporate location; direct 30 at branch operations.

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Accomplishments:

- \*During tenure, specified system for integrated computer support; networked seven branches and oversaw installation, testing and training. As a result, reduced inventory levels by 33%, improved administration efficiency, improved cash flow through invoicing and DSO reductions. Improved level and responsiveness of service.
- \*Significantly improved tax reporting, profitability and buying practices.
- \*Analyzed previous financial reports; recognized mistakes and opportunities and secured tax refunds of several hundred thousands.
- \*Named to "Who's Who in Industry and Finance" - 1991.

**Senior Accountant, 1980-84**

**Ekstein, Lutz, Cichy & Zeronda, CPA's, Albany, New York**

Promoted from Staff Accountant. Responsible for services and completion of client engagements in all types of tax, business, financial and audit operations. Completed majority of certified audits.

## **EDUCATION**

### **Master in Business Administration**

The Sage Colleges  
Russell Sage Graduate School  
Concentration: Finance

### **Bachelor of Business Administration**

Siena College  
Loudonville, New York  
Concentration: Accounting; Certificate in Accountancy