

Boards & Commissions Application



I am interested in serving on the following boards/commissions. (Please indicate the order of preference).

- 1. Planning Commission
- 2. Harrisonburg Redevelopment and Housing Authority

As an applicant/member of a Council-appointed Board or Commission, your name, address, and phone number will be available to the press and public. Information will be kept on file for three years. Public discussion of information contained herein may occur in the meeting at which appointments are considered by the City Council.

Mr. Mrs. Ms. Miss. Dr. (Please type or print clearly)

Name: Phillippi Matther R **Date:** 11 November 2014
(Last) (First) (M.I)

Home Address: 242 E Water St Apt 415 **Zip Code:** 22801

Phone Number: 540.560.2807 **Alternate Phone:** 540.568.6436

Occupation: Disbursements Manager **Employer/Organization:** James Madison University

E-mail: mrphillippi@outlook.com **Harrisonburg resident for** 28 **years.**

Were you referred by anyone: Yes No **Name of Referring Party:** _____

How did you hear about volunteering on a board or commission? Cable Website Council Meeting
 Other: Citizen Academy

Why do you wish to serve on a board or commission?

I've always been interesting in local/state government and a finally at a place where I want to get more involved. I'm using my status as an employee at JMU to take classes for a second bachelor's degree in Public Administration so that I can get even more involved down the road. Upon completing the Citizen Academy I felt like it was time to start things off beyond voting.

What relevant experience or education do you have to this board or commission?

For the Planning Commission I can't say I have a large amount of experience or education that is relevant beyond being a resident for all but one year of my life here and doing my best to keep apprised of what goes on around the city. For HRHA I would say my experiences are from where I grew up. I spent a lot of time in my life in the HRHA housing due to friends in school and this has also caused me to have a bit of knowledge regarding how these family units function and the struggles they deal with.

What other interests or concerns do you have regarding the community?

My interests in the city are vast. Honestly I would be happy on almost any board/commission because my interests are the government administration. I am a huge proponent of our Parks and Recreation Department. I also am interested in all steps we can take to continually improve upon the relationship between the JMU community and the city residents and fostering the dialogue between the two as well as working to get both communities more engaged in the city.

Please list any past or present community involvement e.g. City Council, Board and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:

Citizen Academy

-Please return completed application to the City Manager's Office-

Applicants are encouraged to attach a resume or other supporting information that may be helpful to Council in considering their application.

345 S. Main Street, Room 201, Harrisonburg, VA 22801

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MATTHEW PHILLIPPI
242 E Water St, Apt 415
Harrisonburg, VA 22801

540.560.2807

mrphillippi@outlook.com

SUMMARY

An accountant with experience in domestic and international indirect taxation as well as public university finance, specifically accounts receivable/student financial services. Able to research, understand, and cogently communicate tax law. Able to effectively work in a team or alone with very little guidance. Experience supervising employees. Adaptable to new tasks and challenges.

PROFESSIONAL EXPERIENCE

JAMES MADISON UNIVERSITY, Harrisonburg, VA

Disbursements Manager, University Business Office **2013-Present**

Manage the team responsible for all payments to student accounts by the university or a third-party. Disbursement of loans to student accounts. Manage the records for the Federal Perkins Loan program. Oversight of the refunding process for all student and parent borrower refunds. Reconciliation of corresponding accounts.

- Worked on the team to implement the OneDisburse student refunding system from Higher One.
- Reconcile twelve general ledger accounts on a monthly basis.

Fiscal Technician, University Business Office **2012-2013**

Disbursement of loans to student accounts. Handling refunds of loans. Reviewing and compiling bank transfer paperwork on a daily basis. Customer service in relation to student accounts.

- Prepared the accounting transactions for all loan transactions for the university.
- Managed records and posted transactions for over 300 students in the Federal Perkins Loan program.

ROSETTA STONE LTD, Harrisonburg, VA

Tax Accountant **2011-2012**

Prepare, file, review and analyze indirect taxation domestically and in Canada. Research and interpret tax law and provide opinions.

- Prepared and filed domestic sales/use tax returns for 30 states as well as Canadian GST/HST.
- Compiled data for and prepared over 125 business personal property tax returns.
- Analyzed all sales/use tax liability and undercollections to forecast, reduce expenses, and for audit preparations.

Junior Tax Accountant **2008-2010**

Prepare domestic indirect taxes.

- Prepared domestic sales/use tax returns for 20 states.
- Filled out approximately 75 business personal property tax reports.
- Collected sales/use tax exemption certificates from customers.

WAL-MART, Harrisonburg, VA

2008

Accounting Associate

Handled daily cash management functions for the store.

- Compiled daily reports for the store management.
- Carried out daily deposits, cash orders and cash drawer audits.

EDUCATION

BIS, Public Administration, James Madison University, Harrisonburg, VA

In process

BBA, Accounting, High Honors, National College, Harrisonburg, VA

2011

AFFILIATIONS

Virginia Government Employees Association

National Eagle Scout Association, Life Member