

## Application Form

---

### Profile

Mr. Matthew R Phillippi  
Prefix First Name Middle Initial Last Name Suffix

mrphillippi@outlook.com  
Email Address

772 Woodland Dr  
Home Address Suite or Apt

Harrisonburg VA 22801  
City State Postal Code

### How many years have you been a resident of Harrisonburg?

36

Mobile: (540) 560-2807  
Primary Phone Alternate Phone

JMU Internal Control Coordinator  
Employer Job Title

---

**Demographics** - *(Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)*

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Male

### What is your age?

30-40 years old

### Are you reapplying for a current position you hold? \*

Yes

---

### Which Boards would you like to apply for?

Board of Zoning Appeals (BZA): On Agenda

---

---

### Interests & Experiences

Mr. Matthew R Phillippi

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

---

Have been serving on the BZA for one full and one unexpired term. The laws and regulations surrounding land use have become something I have a lot of interest in during this time.

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

---

Sustainability in our community as well as outdoor recreation, both related to my involvement in the local Boy Scouts of America council.

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

---

Nine years on the board which includes training to be a BZA member, BS in Public Policy Analysis, current MPA student.

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

---

Harrisonburg Citizen Academy, BZA for nine years, Zoning Ordinance Advisory Committee.

[working-phillippi-resume.docx](#)

Upload a Resume

---

**EPSAC Applicants only**

---

**Bike/Pedestrian Subcommittee Applicants only**

# Matthew Phillippi

---

772 Woodland Drive, Harrisonburg, Virginia  
22801 | 540.560.2807 | mphilippi85@gmail.com

## **SUMMARY**

Dedicated public sector employee with experience in student financial services and internal control assessments. Knowledgeable in Generally Accepted Accounting Principles for government, non-profit, and for-profit accounting. Experienced in organizational management including board governance.

## **PROFESSIONAL EXPERIENCE**

### **JAMES MADISON UNIVERSITY, Harrisonburg, Virginia** **Internal Control Coordinator, Financial Reporting** **2019-Present**

Develop risk assessments and review fiscal and business processes using appropriate measurement tools. Determine internal control strategies and execute procedures. Measure effectiveness of internal controls and develop action plans to address all deficiencies as noted during assessment of business processes. Produce reports and findings as appropriate. Assist in reconciliation of university funds as well as financial statement preparation.

### **Disbursements Manager, University Business Office** **2013-2019**

Managed the team responsible for all payments to student accounts by the university or a third party. Disbursed loans to student account. Oversaw the refunding process for all student and parent borrower refunds. Collaborated with office team and the Office of Financial Aid and Scholarships to ensure correct administration of student account information.

- Worked on the team to implement the OneDisburse student refunding system from Higher One, now BankMobile Disbursements.
- Reconciled thirteen general ledger accounts monthly.

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

Disbursed loans to student accounts. Handled loan refunds. Reviewed and compiled bank transfer paperwork daily. Provided customer service in relation to student accounts.

- Prepared the accounting records 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, Virginia** **Tax Accountant** **2010-2012**

Prepared, filed, reviewed, and analyzed domestic and international indirect taxation. Researched and interpreted tax law and provided opinions regarding tax implications of business decisions.

- Prepared and filed domestic sales/use tax returns for 30 states as well as Canadian goods and services tax/harmonized sales tax and European value added tax returns.
- Compiled data for and prepared over 125 business personal property tax returns.
- Analyzed all sales/use tax liability and under collected tax to forecast, reduce expenses, and prepare audits.

### **Junior Tax Accountant**

**2008-2009**

Prepared 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 nationwide.

**WAL-MART**, Harrisonburg, Virginia

**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**

MPA, Non-Profit Management, James Madison University, Harrisonburg, Virginia

**2025 (Anticipated)**

BS, Public Policy Analysis & Assessment, James Madison University, Harrisonburg, Virginia

**2021**

BBA, Accounting, National College, Harrisonburg, Virginia

**2011**

### **SKILLS/TRAINING**

- Highly proficient in Microsoft Office suite (Advanced Excel training in Excel 2013 completed in 2016).
- Experienced with PeopleSoft Student Administration, Finance, and HRMS systems.
- Experience with other systems includes CashNet, QuikPay, BankMobile Disbursements (formerly Higher One), and OnPlanU payment plan system.
- Completed the Emerging Leaders training series at James Madison University in 2014.
- Completed the Customer Service training series at James Madison University in 2014.
- Completed the Leadership for Supervisors training series at James Madison University in 2013.
- Participant in the Order of the Arrow's National Leadership Seminar in 2003.
- Completed Wood Badge at the Virginia Headwaters Council in 2021 (S7-763-21).

- National Rifle Association Certified Instructor for Basic Rifle, Pistol, and Shotgun Shooting and Range Safety Officer.
- United States Archery Association Instructor Trainer.

### **COMMUNITY LEADERSHIP/VOLUNTEERISM**

**VIRGINIA HEADWATERS COUNCIL, BOY SCOUTS OF AMERICA**, Staunton, Virginia

#### **Council Commissioner**

##### **2023-Present**

As the lead uniformed volunteer in the council and a member of the Key 3 leadership team, represents the council to the national Boy Scouts of America organization. Represents the Scouts, Scouters, and units to the council's executive board and oversees the council's commissioner corps to provide unit service and implement a safe and fun program throughout the council.

#### **Mountain Valley District Commissioner (formerly Massanutten District)** **2020-2023**

Oversaw a team of commissioners to provide service to unit-level volunteers, empowering them to deliver the Scouting program to the youth in the district. Event planning, fundraising, and regular project management. Oversaw the consolidation of three districts into one during the end of 2022.

#### **Council Treasurer**

##### **2021-Present**

Responsible for ensuring the proper internal controls of recording and deposit of all receipts, disbursement of cash, and accounting for all property of the council. Present financial information to other members of the Executive Committee and Board monthly and coordinate with the Audit Committee the periodic testing of internal controls. Prepare and present the annual operational budget to the Executive Board at the annual business meeting.

**JAMES MADISON UNIVERSITY**, Harrisonburg, Virginia

#### **Office of Student Accountability and Restorative Practices**

##### **2014-Present**

#### **Accountability Board Member/Chair**

Sitting on and leading hearings to determine responsibility of students for violating university policies within the student handbook. Includes taking part in hearings determining responsibility for sexual misconduct/Title IX violations by students.

#### **Parking Appeals Committee**

##### **2017-2023**

Hearing appeals by members of the community of parking citations received on campus.

#### **Employee Advisory Committee (Co-chair 2022-present)**

##### **2021-Present**

This committee is tasked with advising the university's senior leadership team on issues affecting university employees.

**Alpha Phi Omega, Gamma Chi Chapter, Advisor  
2021-Present**

Serving as the liaison between the JMU chapter of Alpha Phi Omega and the local Boy Scouts of America Council and advising the chapter's leadership on the relations between the two organizations.

**PEOPLE HELPING PEOPLE INC, Harrisonburg Virginia  
2016-2021**

**Board of Directors (Chair, Sep 2016-2021)**

People Helping People is an organization that pools resources of area faith organizations to aid the needy in Harrisonburg and Rockingham County, VA.

**CITY OF HARRISONBURG, VIRGINIA**

**Board of Zoning Appeals (Vice Chair, Nov 2016-2018; Chair, Oct 2018-present)  
2015-Present**

The Board of Zoning Appeals is a quasi-judicial board for the city of Harrisonburg that hears, and resolves appeals of decisions originally made by the Zoning Administrator and authorizes variances from the Zoning Ordinance upon request.

**Citizens' Academy  
2014**

The Harrisonburg Citizens' Academy is a program designed to educate citizens on municipal government and to foster increased civic engagement.

**AFFILIATIONS**

Fort Harrison Chapter, Sons of the American Revolution

National Eagle Scout Association, Life Member

Rockingham Union Lodge #27, Ancient Free & Accepted Masons of Virginia

Virginia Government Employees Association