

Matthew H. Rubock
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Education

Bachelor of Science in Business Administration with a Concentration in Accounting,
Northeastern University, Boston, MA (2009)
GPA: 3.3
Honors: Dean's Scholarship

Experience

McGladrey & Pullen, LLP
Audit Intern, Real Estate Group

Boston, MA
January 2008-June 2008

- Conducted various audit procedures focusing on cash, fixed assets, liabilities and equity.
- Prepared year end financial statements for numerous entities.
- Focused mainly on low income housing engagements and conducted required compliance testing.
- Helped assist on not-for-profit engagements when needed.

Capital Crossing
A Division of Lehman Brothers Bank, FSB
Accounting Intern

Boston, MA
January 2007-June 2007

- Posted transactions to the general ledger.
- Engaged in daily cash management and the selling of Federal Reserve funds.
- Prepared various account reconciliations associated with the month-end close using IPS general ledger software.
- Participated in the preparation of financial packages to the Board of Directors.

Med Realty
Administrative Assistant

Fort Lee, NJ
May 2006-August 2006

- Reconciled financial information using Quicken Software.
- Quickly resolved any tenant concerns.

Other Skills

- Experience with Caseware, BNA Fixed Asset Software, Microsoft Excel, Microsoft Outlook, and Microsoft Word.