

Leslie Comstock
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EDUCATION

Bridgewater State College, Bridgewater, MA
Bachelor of Science degree in Accounting
GPA 3.4

May 2010

St. Andrew's Presbyterian College, Laurinburg, NC
Major in Management
GPA 3.7

August 2006 – December 2007

HONORS

Graduated Cum Laude
Dean's List, five semesters
Received the Trustee Award Scholarship, 2006 – 2007

RELATED EXPERIENCE

Account Controller, Associate 2, State Street Corporation, Quincy, MA August 2011 – Present
Perform daily foreign currency reconciliation and review the US Dollar cash reconciliation prepared by another State Street team. Set up instructions and monitor settlements for subscriptions and redemptions. Monitor system for foreign currency exchanges, reflect them on the general ledger, and request foreign currency movements as necessary. Monitor open receivables and follow up on past due amounts. Research and provide explanations for overdrawn accounts to clients. Review daily work of Associate 1. Assist in the training of new employees, and ensure that written procedures to be used as training tools are in place and up-to-date.

Account Controller, Associate 1, State Street Corporation, Quincy, MA September 2010 – August 2011
Perform daily foreign currency reconciliation and weekly reconciliation of share positions for multiple ETF mutual funds. Provide assistance with US Dollar cash reconciliation. Ensure all short-term investments have been processed for daily ending cash balances, perform a daily sweep of all ETF funds, and adjust as necessary. Provide broker contact information to the income team for claims, and process cash movement for overpayments to the fund as required. Ensure payment of invoices and expenses of all ETF funds. Gather information for various audits. Assist in training new and current employees on new tasks.

Intern, Reed Elsevier, Inc., Newton, MA June 2009 – September 2010
Assist Tax Director in determining the state impact of IRS changes to federal returns. Process and scan tax returns into computerized application for archiving. Prepare check requests for various tax payments, including sales and use taxes, property taxes, and business licenses. Prepare annual report listing corporate officers for state and municipal agencies. Initiate registration of companies to use electronic funds transfers for tax payments. Perform research and obtain forms to register home-based employees for local wage withholdings.

Intern, McElvenny & Associates, Norwell, MA December 2008 – May 2009
Assist in income tax processing for clients. Perform bank reconciliations using Quicken Home and Business, and ensure clients' personal bills are paid and up-to-date. Prepare correspondence to clients and to entities on clients' behalf. Answer and direct phone calls to partner and associates. Maintain neat and organized client files.

ACTIVITIES & VOLUNTEER EXPERIENCE

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| Intercollegiate Horse Show Association , Bridgewater State College | 2008 – 2009 |
| Intercollegiate Horse Show Association , St. Andrews Presbyterian College | 2006 – 2007 |
| Religious Education Leader , St. Mary's Parish, Holliston, MA | 2002 – 2011 |

SKILLS

Microsoft Word, Excel, PowerPoint, Proficient in French, Internet and Email applications