**Vincent Wilson**

**28 Hazelwood Terrace**

**Stratford, CT. 06614**

**Home: 203-612-8665**

**Cell:    914-621-7964**

Objective: To obtain a challenging position that enables me to use my skills to it’s potential and offer the opportunity for advancement.

**Experience**:  11/2009 - Present                                            (Temp Assignments)

**Accounts Payable Clerk- Collections**                                      **Accountemps**

Perform collection calls daily

Provide customer service to clients

Collect past due receivables

Prepare batches of invoices for data entry

Voucher invoices in Solomon system

Month end closing

Process weekly check run

Cash receipt collections

Prepare worksheet and reports on spreadsheet

Filing-Faxing-scanning

Maintain updated vendor files

Verifies vendor accounts by reconciling monthly statements

Update accounts payable lists and suppliers files

10/2004-3/2009                                                  **Silver Hill Hospital**

**Accounts Payable Clerk**

Voucher invoices daily

Assist A/P supervisor with General Ledger and monthly account reconciliation

Update vendor maintenance file

Process checks weekly for mailing

Filing

Disburse petty cash by recording entry

Correspond with vendors and respond to inquires

Processing various forms related to taxation

Customer service

5/2002-10/2004                                                **CVS Pharmacy**

**Pharmacy Technician**

5/2001-4/2002                                                    **Home Depot**

**Data Entry**

Customer Service

3/1998-4/2001                                                     **Makimaging**

**X-ray Technician**

**Software: Mediclick**

**AS400**

**Solomon**

**Eclipsys**

**Education**:                                                             **Bronx Community College**