



Accounts Payable Specialist * Poly Craft Industries Corp. Orange County, NY

Overview: Poly Craft Industries Corp. is seeking Accounts Payable Specialist in Middletown, NY (Orange County).

The Accounts Payable Specialist position is responsible to processes vendor invoices, payments, and reconciliations; prepares weekly payables and reports; reconciles bank and credit card activity; ensures accurate records and compliance with company policies; supports financial reporting and analysis.

Skills needed to perform the job:

Accounts payable processing & invoice coding

Vendor reconciliation & payment processing

Financial reporting & Excel proficiency

Attention to detail & deadline management

Requirements:

Bachelor's degree in accounting, finance, or related field

3 years' experience

Reference Check

Shift, Salary, and Benefits: This is a full-time position, first shift, Monday - Friday, \$60,000 - 75,000 yearly. Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

To apply email hr@polycraftind.com or at website <https://polycraftind.com/jobs/>