



## **Accounts Receivable Specialist \* Poly Craft Industries Corp. Orange County, NY**

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

The Accounts Receivable Specialist position is responsible for managing customer accounts to ensure timely and accurate invoicing, payment collection, reconciliation, credit monitoring, billing dispute resolution, and financial reporting. Maintains accurate financial records and supports overall financial health of the organization.

**Skills needed to perform the job:**

Accounts receivable processing & invoice accuracy

Credit management & collections

Reconciliation & dispute resolution

Financial reporting & data analysis

**Requirements:**

High School Diploma/GED

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](mailto:hr@polycraftind.com) or at website <https://polycraftind.com/jobs/>