Administrative Specialist

Department: Financial Management

About Us
The Financial Management Department encompasses four divisions: Budget, Debt Management, Procurement and Grant Management. The Department serves as a resource for all county Departments, which includes Elected Officials and the Commissioners. The Financial Management Department provides timely and accurate financial reports for the proper management of the county budget and other financial reporting and analysis; manages the collection of delinquent debt and issuance of bonds and other types of debt to fund public infrastructure and projects; provides fair and competitive procurement to procure quality goods and services at the lowest reasonable cost for the best value; and provides the pursuit of external funding from federal, state and local sources by serving as the central coordination point for all program grants, contracts and subcontracts.

The Financial Management Department also collaborates with the Controller's Office in a partnership manner to ensure best practices and compliance with the county's fiscal affairs in accordance with generally accepted accounting principles, government regulations, and sound business practices with regard to the development and implementation of fiscal decision-making.

Description
The Financial Management Department is looking for a resourceful, proactive, and detail-oriented Administrative Specialist to support the Financial Management team with the budget, procurement and grants.
This position also provides customer service, website management, office calendar management, and overall financial support.

Essential Functions

- Responsible for general receptionist duties, such as providing exemplary customer service in greeting walk-ins, answering phones, responding to routine inquiries, and scheduling meetings.
- Provides support in filing actions and scanning information to various departments as requested.
- Manages and regularly updates the Financial Management website and Intranet page.
- Supports the Financial Management Department through various tasks and projects relating to budget, grants and procurement for the County of Lycoming.
- Maintains a high degree of confidentiality with respect to all information obtained in the course of fulfilling job duties.
- Creates correspondence for internal and external customers in regards to Financial Management material.
- Performs other duties as assigned.

Skills/Abilities
We are looking for a talented individual with experience in providing administrative support to join our team in the Lycoming County Financial Management Department. Our ideal candidate would be customer-service focused and possess strong attention to detail, prioritization, and multitasking abilities. Additionally, they would be familiar with Zoom and Microsoft Office products (Word, Excel,

Outlook, PowerPoint) and have the ability to exercise confidentiality related to financial, grant and procurement information. A successful candidate will have the following skills:

- Ability to work independently as well as across various teams.
- Ability to navigate and thrive in a fast-paced dynamic environment.
- Strong work ethic, professionalism, and confidentiality.
- Ability to deal with conflict as well as give and receive feedback diplomatically.
- Highly organized and resourceful, able to multi-task, with attention to detail and follow through.
- Ability to multi-task and prioritize projects to meet date/time suspense and customer demand.

Job Requirements

- High School Diploma or GED and 2-4 years of Financial and Budget support experience.
- Valid Pennsylvania Driver's License.
- Must submit to a pre-employment background check and urine drug screening.

Additional Information

Schedule: Monday – Friday, 8:30am to 5:00pm, unpaid 60-minute lunch. Additional hours may be required. All schedules are subject to change based on the operational needs of County of Lycoming.

Working Environment: Work is primarily conducted in an office environment.

Supervisory Responsibilities: None.

Physical Requirements: Must be able to meet the requirements listed in the job description.

Travel: This position may occasionally be required to travel locally.

Application Instructions:

To apply, visit Lycoming County Careers or scan the QR code below:

Please follow the website instructions and submit your resume and cover letter as requested.

FOLLOW US!

For further assistance, please contact County of Lycoming Recruiting at: 570-320-2100

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

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