



## Payroll / AP Specialist

Department: Controller

Revised: April 24, 2025

---

### Who We Are

The Controller's Office is responsible for auditing the departments of County of Lycoming, processing of accounts payable and payroll, management of the general ledger, contract management, and the supervision and administration of the day-to-day operations of the County's retirement plan.

### Description

The Payroll/AP Specialist is responsible for processing accounts payable and payroll.

### Supervisory Responsibilities

None.

### Essential Functions

- Administers the payroll software system to include updating and maintaining pay tables and employee records.
- Prepares and distributes financial documents such as W-2's and 1099's.
- Receive, maintain record of, and pay invoices according to County policy and procedures.
- Maintain AP vendor list; aid employees in locating vendor numbers for purchase orders and invoices.
- Process void checks, reporting information to respective departments.
- Performs other duties as assigned.

### Skills/Abilities

We are looking for a talented individual with knowledge of payroll and accounts payable to join our team in the Lycoming County Controller's Office. Our ideal candidate would be detail-oriented, and possess strong analytical and critical thinking abilities. Additionally, they would be familiar with Microsoft Office products and have the ability to exercise confidentiality related to budget, financial, and personnel information.

### Job Requirements

- Requirements include a high school diploma or equivalent and two (2) years of related experience. Associate's degree, preferred.
- Valid Pennsylvania Driver's License, required.
- The successful candidate 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.

***Physical Requirements:***

- Constantly operates a computer and other office productivity machinery, such as a paper shredder, copy machine, and computer printer.
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently positions self to maintain files in the cabinets.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at a close range.
- Occasionally moves boxes weighing up to 15 pounds across office for various needs.

***Travel:*** This position will occasionally be required to travel locally.

**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**