Administrative Support Specialist

Department: Resource Management Services

DESCRIPTION

Serves as right hand to Special Projects Manager and acts as a liaison for scale house, maintenance, and management within the Resource Management Department; responsible for scale operations, billing and accounts receivable functions, and supporting RMS's maintenance division through recordkeeping and inventory management. This role is critical for ensuring accurate customer transactions, efficient equipment maintenance tracking, and day-to-day operations of the department.

KEY RESPONSIBILITIES

- Maintain accurate customer account records and billing such as: Balance Sheet, Income Statement, Budgets, Customer Sales.
- Approve corrections to invoices affecting customer billing to ensure proper accounting of sales and billing, and for maintaining proper audit trails.
- Complete General Ledger and Journal entries.
- Evaluate credit applications for new accounts, recommending terms and credit limits, customer class, etc., and review with business manager for final approval.
- Generate invoices and statements for all customers and resolve billing discrepancies and respond to customer inquiries, ensuring proper processing of invoices.
- Process and apply payments (cash, check, credit card, electronic).
- Reconcile daily receipts and prepare deposits.
- Monitor accounts receivable aging and follow up on past-due balances.
- Assist with month-end reporting and financial reconciliation.
- Ensure data integrity of scales software and produce monthly transaction reports for directors and managers.
- Issue scale tickets and ensure accurate data entry.
- Communicate site procedures to drivers and direct traffic flow within RMS.
- Perform accurate weight measurements, identify waste types, and prepare documentation for incoming and outgoing materials as mandated by PA DEP and for compliance and record keeping.
- Schedule and track preventative maintenance (PM) for fleet and equipment
- Maintain record of repairs, inspections, and service history
- Coordinate repairs with RMS mechanics and operators, and with external vendors
- Track equipment downtime and assist with prioritization of repairs
- Maintain maintenance logs and compliance documentation (DOT, OSHA, DEP)
- Track and maintain inventory of parts, fluids, tools, and ship supplies
- Order parts and materials while monitoring costs
- Maintain organized parts room and inventory system
- Coordinate with vendors for parts sourcing and service work
- Perform data entry, filing, and reporting across RMS
- Assist with Audits and compliance reporting

- Support general office operations and manage office supplies orders

PHYSICAL REQUIREMENTS
Prolonged sitting and standing, ability to lift up to 25 lbs.

WORKING CONDITIONS
Work performed primarily in an office as well as outdoor settings, and requires prolonged sitting or standing, with occasional exposure to chemicals, fumes, and equipment.

REQUIRED SKILLS
- Accountability, and strong organizational, time management, and problem-solving skills
- Above average mathematical skills, attention to detail, and multitasking
- Proficiency in Microsoft Office Suite (namely Excel)
- Exceptional customer service skills
- Must be able to work independently and in a fast-paced team environment
- Preferred: experience in scale operations
- Preferred: basic accounting and/or maintenance administration or equipment maintenance knowledge

JOB REQUIREMENTS
- High school diploma or equivalent
- Associate's degree in accounting or related field, or equivalent experience preferred
- Ability to be bonded
- Public Weighmaster license from the Pennsylvania Bureau of Weights and Measures, or the ability to secure a license (fee and application processed by the County)
- Knowledge of County Code of Pennsylvania regarding the laws governing procurement of goods, services, and competition in contracting
- Knowledge of the Lycoming County purchasing control system
- Possession of a valid Pennsylvania Driver's License

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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