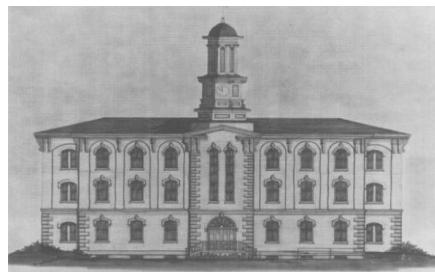


Richard Wilbur
Chairman

Thomas S. Henry
Vice Chairman

Ernest A. King, Jr.
Commissioner



Amber Franko
Chief Clerk

Anthony P. Litwin
Solicitor

Wyoming County Commissioners
1 Courthouse Square
Tunkhannock, PA 18657
(570) 996-2273
(570) 836-7244

Position Opening
First Deputy Treasurer – Treasurer's Office

The Treasurer's Office of Wyoming County, Pennsylvania is seeking applicants for the position of First Deputy Treasurer. This is a full time, non-union position with full benefits. Associates degree in business administration or equivalent plus additional business or financial training required. Intuit QuickBooks experience preferred. All applicants must be able to pass all required clearances.

The First Deputy Treasurer will be responsible for the recording and processing of financial documents, maintenance of records, preparation of reports, assist with the accounts receivable functions within the department and in the absence of the treasurer to act in their behalf.

Responsibilities also include providing direct customer service to the public for licensing and information requests, executing daily financial operations including cash management and bank reconciliation, and performing essential administrative duties. This role requires the ability to work independently, oversee employees, and manage office operations in the Treasurer's absence.

Qualified applicants will have strong leadership, organizational, intrapersonal and communication skills, be able to work independently, knowledge of single-entry bookkeeping principles and practices, and collection and reporting of money experience.

Applications are available in the Commissioner's Office and on the County's website: wyomingcountypa.gov. Applications must arrive in the Commissioner's office on the 2nd floor of the Wyoming County Courthouse, 1 Courthouse Square, Tunkhannock, PA 18657 no later than February 6th, 2026. Applications can be mailed, hand-delivered or emailed to employment@wyomingcountypa.gov.