



**CITY OF PIGEON FORGE
DEPARTMENT OF FINANCE**

TAX CLERK

The City of Pigeon Forge, Tennessee is accepting applications for a Full-time **Tax Clerk, Starting Pay \$17.13/hr**. This position reports directly to the Finance Director. The city offers a highly competitive compensation and benefit package.

Job Description: This position is responsible for administrative and accounting work with a variety of financial transactions for City of Pigeon Forge Finance office. Activities associated with the job include, but are not limited to:

- Assisting with business tax applications and returns
- Entering gross receipts, amusement, hotel/motel and restaurant tax receipts into the teller machine
- Assisting with the collection of water bills
- Compiling daily cash receipts and balancing the cash drawer
- Preparing the sales tax report for various departments and delinquent tax notices on a monthly basis
- Assisting with the identification and verification of new and/or exiting businesses located in Pigeon Forge.

Minimum Qualifications: High School Diploma or GED; Associate Degree preferred; supplemented with additional training in accounting or bookkeeping; strong organizational, interpersonal and accounting skills, considerable experience working with computer based accounting systems and performing data entry work; considerable knowledge of municipal operations preferred; dedicated attention to detail; ability to perform multiple functions simultaneously despite frequent interruptions; a high degree of integrity. Must have a current Municipal Clerk Certification or be able to obtain within three years of hire date. Person must have ability to be bonded.

How to Apply: Interested candidates should submit an application/ resume, cover letter and list of references to: Human Resources Department, City of Pigeon Forge, P.O. Box 1350, Pigeon Forge, TN 37868. Applications can be completed online at www.cityofpigeonforge.com. Paper applications may be picked up at City of Pigeon Forge City Hall offices during business hours located at 3221 Rena Street, Pigeon Forge, TN. **Closing Date: 11/14/2022**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, baseline physical, driving history check, and drug testing in accordance with City policy.