



**CITY OF PIGEON FORGE
DEPARTMENT OF FINANCE**

The City of Pigeon Forge, Tennessee is seeking to hire a **Tax Clerk**. This position reports directly to the Finance Director. The city offers a highly competitive compensation and benefit package.

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 assisting with business tax applications and returns, entering gross receipts, amusement receipts, restaurant receipts, hotel/motel tax receipts, and property taxes into an accounting software. Additional activities include 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, assisting with the collection of water bills and receiving and screening visitors and telephone callers.

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.

Applications can be completed online at <http://cityofpigeonforgetn.gov> under the Human Resources Link. Applications may be picked up M-F, 8:00 a.m. to 4:30 p.m. at the: Pigeon Forge City Hall Administration Office, 3221 Rena Street, Pigeon Forge, TN 37863. Mail Applications to: City of Pigeon Forge, Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350. **Applications/Resumes will be accepted till Monday, May 10, 2021.**

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, driving history check, and drug testing in accordance with City policy.