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, hotel/motel tax receipts into the teller machine and assisting with the collection of water bills. 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 and assisting with the identification and verification of new and/or exiting businesses located in Pigeon Forge.

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.

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

Application/Resume must be postmarked by Friday, March 31, 2017.

The City of Pigeon Forge is an EOE and complies with the ADA and Title VI. Candidate will be subject to a background check, driving history check, and drug testing in accordance with city policy.