



**CITY OF PIGEON FORGE
DEPARTMENT OF FINANCE**

The City of Pigeon Forge, Tennessee is accepting applications for a Full-time **Central Office Receptionist, Starting Pay \$18.57/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 assisting with the accounts payable and related administrative aspects of City Hall for the City of Pigeon Forge. Activities associated with the job include, but are not limited to:

- Receiving and screening visitors and telephone callers
- Process incoming mail and routing it to appropriate department
- Assisting the Tax Clerks and Utility Clerks with taking and entering payments
- Organizing invoices for payment and printing accounts payable checks
- Compiling daily cash receipts and balancing the cash drawer
- Assist with a variety of administrative task within the Finance Dept.

Minimum Qualifications: High School Diploma or GED; considerable experience performing a variety of administrative and accounting functions; considerable experience working with computer based accounting systems and performing data entry work; strong organizational, interpersonal, attention to detail, ability to perform multiple functions simultaneously despite frequent interruptions and decision making skills; a high degree of integrity; knowledge and understanding of municipal codes and operations preferred; Person must have ability to be bonded; must have a valid driver's license.

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. **Applications will be accepted till position is filled.**

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.