

Accounts Receivable / Receptionist

The City of Red Bank has an immediate opening for one full-time Accounts Receivable / Receptionist for City Hall. The applicant should have clerical and accounts receivable experience, experience in general office work, and be proficient in various software programs and with various types of office equipment.

Applications will be accepted Monday, April 13, 2015 through Friday, April 24, 2015, between the hours of 8:30 a.m. and 4:30 p.m. Apply at Red Bank City Hall, 3117 Dayton Blvd., Red Bank, TN. Applications and job descriptions are available on line at www.redbanktn.gov

Equal Opportunity Employer