

The City of East Ridge is currently accepting applications for a full-time position of Accounts Payable/HR Analyst - Payroll. Qualified applicants must be competent in communications, Excel, basic financial operations and have a demonstrated willingness to learn. Prior experience in accounting and/or payroll, preferred including the ability to master web-based accounting software. High School diploma/GED is required, some college classes or a degree is preferred. Applications may be submitted electronically to msinigaglio@eastridgetn.gov or mailed to Michelle Sinigaglio, Human Resources Manager, City of East Ridge, 1517 Tombras Avenue, East Ridge, TN 37412. *Applications will be accepted until 4:00pm on Tuesday, April 26, 2022.* To see the job description or inquire about pay please contact the HR Manager via the above email address or 423-805-3193.

The City of East Ridge is an Equal Opportunity Employer
and TN Drug Free Workplace.