 Village of Ottawa Hills, Ohio

 Finance Director

**Finance Director – Village of Ottawa Hills, Ohio**

The Village of Ottawa Hills, a highly educated, supportive, and fiscally strong community in Northwest Ohio, is seeking a qualified and collaborative financial professional to serve as its next Finance Director.

**About the Village**

Ottawa Hills is an inner-ring suburb of Toledo, Ohio, located just 10 minutes from downtown, an hour from Detroit and Ann Arbor, and directly adjacent to the University of Toledo. This residential community of approximately 4,800 residents across two square miles is known for its affluence, natural beauty, and commitment to high-quality local services. With a per capita income of $92,195 and a homeownership rate of 90%, Ottawa Hills offers a unique environment where professional management is highly valued and well supported.

The Village places a premium on education, nearly 70% of adult residents hold a bachelor’s degree or higher and takes great pride in its 5-star-rated local school district. The Ottawa River and surrounding green space provide abundant wildlife and scenic charm, all within a tight-knit and engaged community.

**About the Government**

Ottawa Hills operates under Ohio’s statutory village structure with a mayor, six council members, and a clerk-treasurer. The Village has a lean but highly effective organization of 26 full-time staff members and outsources fire and EMS services through a contract with the City of Toledo. Water and sewer services are provided by Lucas County and the City of Toledo.

The Village government is characterized by excellent relationships between elected officials and professional staff, with a long-standing tradition of conservative and strategic financial leadership. The 2024 operating budget is approximately $5.5 million, with a capital budget averaging $2 million annually. As of December 31, 2024, the unencumbered balance was $5.7 million.

**About the Position**

The Finance Director is a critical member of the Village’s leadership team, reporting to the Village Administrator and working closely with the Mayor and Council. This position plays a central role in both day-to-day financial operations and long-term planning for the Village’s continued fiscal health.

**Key Responsibilities Include:**

* Preparation and oversight of the annual operating and capital budgets
* Financial forecasting and long-range planning
* Cash flow and investment management
* Production of monthly, quarterly, and annual financial reports
* Oversight of payroll, accounts payable, and receivables
* Maintenance of internal controls, policies, and financial procedures
* Coordination with the Regional Income Tax Authority (RITA) for administration of the Village’s 1.5% income tax
* Annual Audit preparation

This is a hands-on role with the opportunity to be engaged in broader administrative functions due to the Village’s small size and collaborative environment.

**Qualifications**

The ideal candidate will possess:

* A bachelor’s degree in accounting, finance, public administration, or a related field (CPA or master’s degree preferred)
* Three to five years’ experience in governmental accounting or municipal finance
* A strong working knowledge of Ohio public finance laws and best practices
* Demonstrated leadership, integrity, and a commitment to public service
* Strong communication skills and the ability to collaborate effectively with elected officials, staff, and residents
* Working knowledge of financial management and payroll software systems

**Compensation & Benefits**

The Village offers a competitive salary commensurate with experience and qualifications, along with an excellent benefits package. Residency within Ottawa Hills is **not required**. Pay: $81,883.00 - $112,306.00 per year, per salary ordinance.