

FINANCE DIRECTOR

Village of Greenhills, Ohio

The Village of Greenhills, Ohio is seeking a highly qualified individual to hold the position of Finance Director. Being a small Historic Village of approximately 3,700 inhabitants, the finance director acts as both the high-level financial strategist and the hands-on technician doing the actual transactional work. The ideal candidate will have a minimum of a bachelor's degree in finance/accounting with at least ten years progressively responsible municipal finance experience, preferably in a small government in the State of Ohio. A CPA is preferred.

A Word About Greenhills

Greenhills, Ohio is one of three federally planned and constructed greenbelt communities in the nation. The other two greenbelt communities are Greenbelt, Maryland and Greendale, Wisconsin. Undertaken by the government in the 1930's, the purpose of the federal greenbelt project was to supply jobs and to offer an escape from the congested inner-city neighborhoods through the construction of a small town with plenty of park-like areas surrounded by a greenbelt.

Of the three greenbelt communities, Greenhills is the only one that has maintained its greenbelt, and in fact – the Village is totally surrounded by Winton Woods, a premier park of the Hamilton County Park District. The Greenhills Historic District was listed on the National Register of Historic Places by the National Park Service in 1989. The designation was based on the community's planning and development as well as social history. The original "garden city" plan for the community remains intact: curving streets, walking paths, superblocks, and the encircling greenbelt. Greenhills received designation as a National Historic Landmark in 2017. A local historic district was approved in 2023.

Village Operations

Greenhills currently has a staff of 18 full-time employees, 7 part-time employees and 3 seasonal employees. Departments include 1) Administration = Municipal Manager, Finance Director, 2 Administrative Assistants (1 of which devotes a portion of their time assisting the Finance Director), and 1 part-time Code Enforcement Officer; 2) Service Department = Service Foreman, 4 full-time Service Workers, 1 PT Service Worker; and 3) Police Department = Chief, Lieutenant, 2 Sergeants, 7 Patrol Officers with 1 vacant position, 1 Police Clerk. Contracted services include legal services, building department, Fire & EMS services, garbage/recycling collection, tax collection and swimming pool operations.

Greenhills' Finances

Greenhills is a Charter Village with "Home Rule" powers. Appropriated expenses in 2026 are \$6,899,585 and anticipated revenues are \$7,405,469. Greenhills has a track record of very good audits. Greenhills has minimal debt. The Village does not operate any utilities.

DUTIES OF THE FINANCE DIRECTOR POSITION

Annual Budget Preparation:

- Coordinates with the Municipal Manager to draft the annual tax budget and appropriation, along with a five-year capital improvement plan.
- Monitors annual spending against council-approved appropriations to ensure the village does not overspend its legal authority.
- Estimates property tax, municipal income tax, and local government fund revenues to ensure the village maintains a balanced budget.

General Ledger and Fund Accounting

- Maintains the village general ledger, tracking all restricted, unrestricted, and capital funds, separately.
- Directly processes invoices, cuts vendor checks, issues purchase orders, and records incoming revenue.
- Performs regular monthly reconciliations between bank accounts, treasury investments, Mayor's Court, and the UAN accounting software system.

Treasury and Capital Management

- Supervises the collection and custody of public funds, including but not limited to, Mayor's court fines, and state/county tax distributions.
- Investigates and executes safe investment opportunities for idle village cash in compliance with Ohio's Uniform Depository Act.
- Manages municipal bonds, short-term notes, and state infrastructure loans, etc. ensuring timely principal and interest payments.

Human Resources & Payroll

- Responsible for all new and existing employee paperwork including village benefits and payroll, managing calculations for full-time staff, part-time staff, and hourly workers.
- Files quarterly and year-end employment reports (W-2s, 1099s) and handles payments to the [Ohio Public Employees Retirement System \(OPERS\)](#) and the [Ohio Police & Fire Pension Fund \(OP&F\)](#).

Compliance and Financial Reporting

- Files the annual financial statements with the [Ohio Auditor of State](#) in accordance with GAAP or Regulatory cash-basis standards utilizing the UAN accounting system.
- Serves as the primary point of contact for state or independent public accountants during biennial financial audits.
- Prepares monthly financial condition reports to the Manager, Village Council and the public and attends Council meetings on the 3rd Tuesday of the month.
- Complies with Ohio Revised Code continuous learning mandates, which require municipal fiscal officers to complete regular mandatory continuing education hours.

Tax Collection

- Greenhills utilizes the [Regional Income Tax Agency \(RITA\)](#) for income tax collection.