



# CITY OF OTSEGO

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[WWW.CITYOFOTSEGO.ORG](http://WWW.CITYOFOTSEGO.ORG)

September 1, 2024

Dear Finance Director Applicant,

My name is Aaron Mitchell, I am the City Manager for the City of Otsego and I would like to personally invite any qualified and interested applicants to apply to be our next Finance Director. If you are looking for a traditional, thriving and exciting small town to serve while using your accounting and finance gifts; look no further. The City of Otsego is the place for you.

## The Community

The City of Otsego is a welcoming community with a population of just over 4,000 located in Allegan County along US-131 between Kalamazoo and Grand Rapids. We are ideally situated along the Kalamazoo River. The history of Otsego cannot be told without detailing the emphasis of the role that the river provided for the paper mill industry in decades past. Today only a single paper mill still remains; USG. It is of vital importance as the leader of North America for its sheetrock paper backing production. USG and multiple other manufacturers such as Parker Hannifin, FEMA, Tengam and Safari are located within Otsego provide a diverse list of quality employers. While the industrial utilization of the Kalamazoo River is in the rearview mirror; the City sees the river as an incredible asset going forward into the future. Not one of an industrial use, but one of recreation. With the previous and pending City dam removal, the Kalamazoo River will be without any impediments from Kalamazoo to Allegan. Making Otsego a prime location along the stretch. The Riverwalk is one of the multiple City recreational attractions that regularly draws residents and visitors to enjoy. For additional local opportunities to play we have multiple golf courses, the Kal-Haven Trail and even a ski slope less than a few miles out of town. A few weekends of the year we welcome thousands of visitors to our downtown with the Gus Macker basketball tournament and the Creative Arts Festival. The Otsego residents are also blessed with a top-notch public-school system and a forward thinking and innovative library, right here in town. If you do need more resources for arts or entertainment; outside of our city limits you will be pleased to find Kalamazoo to be a short 15-minute drive away, Grand Rapids 40 minutes away and the sandy beaches of Lake Michigan located only 45 minutes away.



***"THE GREATEST SMALL TOWN IN MICHIGAN!"***



### The Staff

If hired, you would be joining a team of leaders that strive to provide unmatched public service to the residents of Otsego. The retiring Finance Director is leaving with 35 years of experience and as a leader in the field. The current department heads for the City of Otsego average 20 years of longevity. No pressure, I promise you! You will be joining a team that comes to work every day seeking new innovative and efficient ways to serve the public while also remain good stewards of the taxpayer revenue. I will also add that the entire team is made up

of quality human beings that enjoy working together to solve problems head on. I also hope that you like to have fun. We try and make the workplace environment as friendly and fun as possible.

### The Job

The position of Finance Director comes with the supervision of 1 full-time employee and 1 part-time employees. The starting salary is \$93K-\$98K with a competitive benefit package including a defined compensation retirement package (10% employer match). We try to seek out ways to improve our employees experience at the City of Otsego, including the recent switch to a 4-day 10-hour work week. How would you like to have a 3-day weekend every week? You will be financially responsible for 12 funds including a \$2.1M General Fund budget, all in good standing. With zero debt! And considering the good standing in all funds and the clean ledgers, it should be understood that you will be able to come in and slowly take on the role of Finance Director. No need to come in and feel that you will be pressed to navigate any pending issues.

### The Ideal Candidate

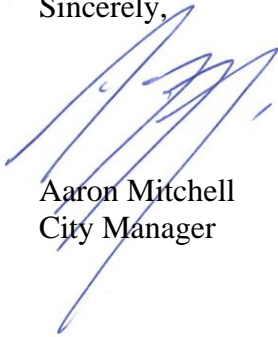
The ideal candidate is going to be a leader who enjoys the small-town lifestyle while also retaining high professional standards for themselves and their colleagues. A Bachelor's Degree within a financial field (or similar and relevant field) is required with a Master's or CPA being preferred. 4+ years of experience within a local government setting would be preferred along with experience in a supervising or management position.



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If you are not only seeking out a finance career but also an opportunity to give back to a positive community that welcomes you with an open arm embrace, you will find it here in Otsego. I can say that with confidence because that is exactly what they did to me when I moved my family here over 6 years ago. Looking forward to review your application, thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Mitchell', is written over the typed name.

Aaron Mitchell  
City Manager

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