

THE CITY OF NOVI, MICHIGAN
IS SEEKING CANDIDATES TO SERVE AS

CHIEF FINANCIAL OFFICER

cityofnovi.org



EXECUTIVE
RECRUITMENT
PROVIDED BY





EXPERIENCE NOVI, MI

With a growing population of over 66,000, **Novi, Michigan**, is a dynamic and welcoming community known for its exceptional quality of life, commitment to innovation, and strong civic pride. Strategically located in southwestern Oakland County, Novi offers convenient access to major highways, including I-96 and I-275, making it an ideal location for residents and businesses seeking the perfect balance of connectivity and suburban comfort.

Novi is home to top-ranked schools, nationally recognized parks and trails, vibrant neighborhoods, and a thriving business community. The City maintains more than **1,400 acres of parkland**, miles of scenic walking and biking paths, and a wide variety of recreational programs for all ages. Residents and visitors alike enjoy premier shopping and dining at **Twelve Oaks Mall**, world-class events at **Suburban Collection Showplace**, and a rich mix of cultural and community activities throughout the year.

The City of Novi consistently ranks among Michigan's most desirable places to live and do business. Novi has earned a **AAA bond rating**, demonstrating its financial strength, sound planning, and commitment to maintaining low tax rates while investing in critical infrastructure and services.

With a forward-thinking approach to sustainability, public safety, and community engagement, Novi is proud to be one of the fastest-growing communities in the region. Recent efforts include long-range planning to accommodate continued population and business growth, as well as major investments in public safety facilities, parks, and transportation.

Novi's dedication to excellence, innovation, and inclusivity continues to make it a standout community in Southeast Michigan. The City of Novi invites you to be part of a passionate, professional team helping shape the future of a community where people love to **live, work, and explore**.



POSITION OVERVIEW

The City of Novi is seeking a strategic and experienced **Chief Financial Officer / Finance Director** to lead the City's financial operations and ensure long-term fiscal sustainability. Reporting directly to the **City Manager**, this position plays a key leadership role in guiding financial strategy, overseeing budget development, and aligning resources with Novi's organizational priorities and growth.

The Chief Financial Officer / Finance Director is responsible for preparing the annual budget, analyzing financial performance, and advising City leadership on economic trends and fiscal planning. This role oversees the City's investment portfolio, leads long-range financial planning efforts including the **Six-Year Capital Improvement Plan**, and ensures compliance with applicable regulations and reporting standards.

Additional responsibilities include managing the audit process, coordinating bond issuances, overseeing utility billing, payroll and accounts payable, and enforcing purchasing policies to ensure transparency and cost-effectiveness. The Finance Director also manages insurance renewals and supports capital project financing, helping Novi maintain its strong **AAA bond rating** and financial integrity. The City has received no audit findings in at least a decade.

This is a key leadership role for a collaborative, forward-thinking financial professional who values innovation, accountability, and public service. Join a high-performing team committed to making Novi one of Michigan's most desirable places to live, work, and invest.



EDUCATION & EXPERIENCE

The minimum requirements include a bachelor's degree in finance, accounting, or a related field, and 5-7 years of progressively responsible experience in financial or public finance management, including supervisory roles. Candidates should possess a solid understanding of municipal financing and accounting procedures, along with strong skills in decision-making, problem-solving, communication, and supervision.

PREFERRED QUALIFICATIONS

- CPA, CPFO, CMA, or a master's degree in finance.
- Considerable knowledge of Municipal Accounting, Budget, Treasury/Investments, and Debt.

TOP CANDIDATE QUALITIES

Financials Reporting and Analysis

Directs the City's budgetary accounting system to ensure accurate, timely financial data aligned with municipal standards. Prepares and analyzes financial statements, cost reports, and statements of revenue and expenditures for use by City Administration and Council. Reviews routine and special reports for accuracy before release and compiles reports for state, federal, and local entities. The City's Finance team is responsible for utility billing and property tax billing, working closely with the relevant City departments such as the City Assessor and water/wastewater utilities.

Budget Development and Management

Leads the preparation of the annual budget in coordination with department directors, monitors expenditures throughout the year, and ensures fiscal accountability. Makes budget recommendations and presentations to City Council and maintains internal controls to ensure expenditures remain within appropriations.

Investment Strategy and Oversight

Oversees the City's cash flow and invests available funds to maximize returns while ensuring liquidity and safety. Supervises Treasury functions including billing, tax settlements, and cash management. Stays informed on financial trends and legislative matters affecting municipal finances. Provides review and recommendations on fund balance and other financial policies that are constantly modern and appropriate to needs.



Leadership and Team Management

Provides teaching, mentoring, and motivation to department employees. Performs full personnel management duties and leads a high-performing team and fosters collaboration across departments to improve organizational effectiveness.

Audit Coordination and Compliance

Coordinates all City audit activities, working closely with external auditors and internal teams. Ensures compliance with statutory requirements and internal financial controls. Serves as liaison between certified public accountants and City operations.

Financial Consulting and Bond Issuance

Collaborates with consultants and financial institutions on bond issuance and funding strategies. Presents financial recommendations to City Council and partners with leadership on large-scale fiscal planning and capital financing.

Long-Range Financial Planning

Monitors and evaluates long-term financial needs through forecasting and strategic planning. Oversees the development of multi-year financial models to support sustainable growth and inform major infrastructure investments.

Purchasing and Expense Management

Supervises the City's Purchasing Division, ensuring compliance with procurement policies and timely payment of approved expenses. Coordinates with IST, Accounting, Treasury, and Purchasing to support the City's accounting systems and financial control processes. Opportunities exist to provide forecast and procurement management with growing the expertise of the team, using artificial intelligence and other insights.



COMPENSATION & BENEFITS

The City of Novi is pleased to offer a competitive 2025 annual salary range of \$135,000 – \$150,000, depending on experience and qualifications, and a comprehensive benefits package, that includes:

- Medical, dental, AD&D, and life insurance
- 401a Defined Contribution retirement plan with 10% employer contribution
- Retiree Health Savings Account with a \$2,600 annual employer contribution
- Optional Roth IRA, 457, and 529 savings plans
- Cafeteria plan, including health, savings and reimbursement accounts
- Paid time off & 14 paid holidays
- Employee Assistance Program
- Tuition reimbursement
- Wellness Reimbursement Program – including gym membership
- Access to on-site fitness facility

SUBMIT YOUR APPLICATION

[Please apply online](#)

For more information on this position, contact:

Clay Pearson, Senior Vice President

ClayPearson@governmentresource.com

713-816-8639

The City of Novi is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

[City Org Chart](#)

[2025-2026 Recommended Budget and Financial Plan](#)

[City Council Goals](#)

