

Central Iowa Shelter & Services  
Employment Opportunity

**Position Title:** Human Resources/Payroll Specialist

**Classification:** Full-Time, non-exempt, some on-call may be required, pay based on experience.

**Office Location:** 1420 Mulberry Street, Des Moines, IA 50309

**Reports to:** Controller

**Travel Requirements:** Travel within the community is required.

**Organization Overview:** Since 1992 Central Iowa Shelter & Services' mission is to provide low-barrier shelter, meals and support services at no cost to adults experiencing homelessness and to facilitate their move toward self-sufficiency. Approximately 2,000 women and men experiencing homelessness have received emergency shelter and supportive services to help them move beyond homelessness each year.

In September 2012, CISS opened its new facility. The facility grew from being 8,000 square feet and 96 beds to 207 beds and 42,000 square feet. It is equipped to provide expanded emergency shelter (150 beds); expanded transitional housing for Veterans (19 rooms); and 38 Project Based Section 8 Voucher efficiency apartments. Along with expanded housing capacity, CISS also provides an on-site health clinic, food pantry, clothing closet, classrooms, and a 30-foot growing dome.

All guests and residents are provided evening and breakfast meals; access to shower and laundry facilities, a weekly medical clinic, and group counseling; as well as individualized case management, life skills instruction, and referrals to other community services/benefits. Programming continues to evolve to meet emerging homeless and community needs.

**Position Overview:**

We are looking for an experienced Human Resources/Payroll Specialist to perform all company employee relations. This is a newly created position and will require someone with a flexible nature. This incredible opportunity for growth will challenge your knowledge, business acumen and temperament to grow quickly, as you learn the intricate organizational functions that drive one of the fastest growing non-profits in the state of Iowa.

The Human Resources/Payroll Specialist position is a non-exempt role and must be well-versed in all aspects of human resources and payroll management ranging from simple accounting to payroll laws. The ideal candidate will be an excellent communicator since all relative departments of the organization will be working with this individual.

**Duties and Responsibilities include:**

- Responsible and fully accountable for the payroll function for bi-weekly payroll of 75 – 100 employees.
- Maintains complete, accurate, and timely employee onboarding, ongoing, and exiting payroll files.
- Builds and maintains relationships with key third parties including but not limited to benefits administrators, retirement plan representatives, state and local workforce agencies.
- Uses available technology to full extent to streamline the time keeping and payroll processing tasks.
- Provides historical reports as needed for analytical, grant funding, and audit purposes.
- Requires highest regard for confidentiality and attention to records management, physical and electronic.
- Thrives in a fast paced and collaborative environment of a 24/7/35 operation.
- Generates and maintains employee files following best practices and federal guidelines.
- Works closely with supervisors and managers as they manage the staff scheduling function.
- Able to explain details of benefit plans, deferred compensation eligibility and options, and other employee-focused concepts with ease.
- Knowledgeable about the employment law environment and its application at CISS. Able to put this to use on a daily basis as the need arises.
- Develops and delivers training as needed in areas such as interviewing skills, having difficult conversations with direct reports, mentoring, performance appraisals, etc.
- Oversees entire performance appraisal program for the organization.
- Develops, updates, maintains, and overhauls job descriptions and supporting job aids. Maintains the master file of these documents for all departments.
- Ensure employees are properly trained and skill set enhanced during the employee's tenure at CISS.

**The finer details...**

The position will work full-time doing standard office hours, but overtime in evenings and at weekends may be necessary, especially during big projects or periods of change.

**Basic Qualifications**

- Bachelor's degree with human resources emphasis or equivalent background required in finance or relevant field
- 5 years of paid full time work experience in a management and experience in a related field, non-profit experience a plus
- Considerable knowledge of the mission, objectives, policies, programs and procedures of Central Iowa Shelter & Services
- Deep interest/ background in social services
- Human Resources and Finance background

## **Key Competencies**

- Excellent communication skills both written and verbal
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Ability to work with all levels of an organization
- Strong interest in consultative building community, understands importance of development/outreach as a core business function
- Passion for learning and is coachable
- Resourceful
- Strong critical thinking, solutions oriented and a “can do” attitude
- Ability to blend rationalism with creativity to derive data driven insights
- Energetic and Optimistic
- Enjoys the diversity of the world and loves meeting new people and exploring new cultures

## **Physical requirements and work environment**

While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk or hear. The employee is frequently required to sit, stand and walk. Work will be performed either in an office environment or in the field. Must be willing to travel as needed to perform job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **Benefits :**

Participation in company health insurance plans, retirement investment, Long Term disability, short term disability, Life Insurance, Personnel Time Off and the opportunity to purchase dental and vision insurance

*Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.*