

Central Iowa Shelter & Services  
Employment Opportunity

**Position Title:** Chief Financial Officer

**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:** CEO

**Salary Range:** \$65,000-95,000

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

Position is open until filled. Interested candidates should send cover letter, resume, and salary requirements to: [moneil@centraliowashelter.org](mailto:moneil@centraliowashelter.org)

**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 Chief Financial Officer or CFO to perform effective risk management and plan the organization's financial strategy. It is a very important and complex role since an organization can only survive if it actively investigates and safeguards its finances. 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 CFO is a senior role and must be well-versed in all aspects of financial management ranging from simple accounting to broad investment and banking operations. The ideal candidate will be an excellent leader since all relative departments of the organization will be under their command regarding finances.

The goal is to protect the company's revenues and profits to achieve full financial control and sustainable growth and/or provision of services within CISS. The CFO will also have to do a lot of liaising with other team members, including interacting with managers of different areas of the organization, board members and presenting findings to stakeholders.

**Other duties and responsibilities include:**

- Drive the company's financial planning
- Managing quality assurance programs
- Perform risk management by analyzing the organization's liabilities and investments
- Setting and reviewing budgets and managing cost with other members of Senior Leadership
- Decide on investment strategies by considering cash and liquidity risks
- Control and evaluate the organization's fundraising plans and capital structure
- Ensure cash flow is appropriate for the organization's operations
- Manage vendor relationships
- Prepare reliable current and forecasting reports
- Set up and oversee the company's finance IT system
- Ensure compliance with the law and company's policies
- Manage individual department budgets through educating peers as of financial controllers and financial analysts.

**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.

**Responsibilities**

- Participate in Executive presentations with the CEO to develop new business opportunities
- Operate as a liaison between CEO and other department leaders
- Embrace a wide range of tasks, both analytical and administrative in support of a fast-paced entrepreneurial environment,
- Manage a variety of special projects for the CEO which have strategic organizational impact
- Maintain professional and technical knowledge of search marketing industry through professional workshops, professional publications and establishing personal network

**Basic Qualifications**

- Bachelor's degree in accounting, finance or relevant field, (MBA a plus) and Certified Public Accountant is a strong advantage
- 12 years of paid full time work experience in a non-profit agencies operations management and supervision experience in a related field
- Considerable knowledge of the mission, objectives, policies, programs and procedures of Central Iowa Shelter & Services
- Deep interest/ background in social services
- Finance and accounting 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
- Basic knowledge of asset management, including financial resources and property.
- 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

If you want to be a key member of one of the fastest growing non-profits by redefining the industry norms, tell us why by submitting your sparkling cover letter and resume.

**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, 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.*