

Central Iowa Shelter & Services Employment Opportunity

Position Title: Director of Finance & Employee Relations

Schedule: Monday – Friday, evening as needed

Classification: Full-Time, Exempt

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

Salary: \$65,000 - \$80,000/yr.

Reports to: Chief of Staff

Travel Requirements: Travel within the community as needed

Organization Overview: Since 1992, Central Iowa Shelter & Services (CISS) mission has been 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.

Our facility has grown from being 150 emergency shelter beds to 56,000 square feet of supportive housing and services. CISS is equipped to provide expanded emergency shelter (150 beds); expanded transitional housing for Veterans (19 rooms); Section 8 Project-Based Voucher efficiency apartments (44 rooms), and affordable housing (18 rooms). Along with expanded housing capacity, CISS also provides an on-site health clinic, mental health, substance abuse services, food pantry, community kitchen, clothing closet, classrooms, four job training programs and a new 3600 sq.ft. growing dome.

All guests and residents are provided evening and breakfast meals; access to shower and laundry facilities, a daily 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 in rural Iowa through CISS leadership in the Rolling Hills Coalition (RHC) serving SE Iowa. Programs outside of Polk County ensure we are serving Iowans in their hometown to reduce the need for people to travel to our urban cores for assistance. RHC mirrors services on our main campus in Des Moines and allows for a continuity of operation across multiple geographic areas.

Position Overview:

The Finance & Employee Relations Director is a key member of the leadership team responsible for overseeing the financial health and human capital of the organization. This role ensures compliance with nonprofit financial regulations, manages budgeting and reporting, and leads HR functions to foster a positive and mission-driven workplace.

Duties and Responsibilities include:

Finance Management

- Develop and manage annual budgets in collaboration with leadership.
- Oversee accounting operations, including accounts payable/receivable, payroll, and grant tracking.
- Prepare monthly, quarterly, and annual financial statements for the Board and funders.
- Ensure compliance with GAAP and nonprofit financial regulations.
- Manage audits and liaise with external auditors.
- Monitor cash flow and financial forecasting to maintain organizational stability.
- Oversee grant financial reporting and restricted fund management.

Human Resources

- Develop and implement HR policies and procedures aligned with nonprofit best practices.
- Manage recruitment, onboarding, and retention strategies.
- Oversee employee benefits, compensation, and performance evaluation systems.
- Ensure compliance with labor laws and workplace safety regulations.
- Foster a culture of diversity, equity, and inclusion.
- Assist the Employee Relations Specialist in handling employee relations, conflict resolution, and disciplinary actions.

Leadership & Strategy

- Contribute to long-term organizational planning and sustainability.
- Supervise finance and HR staff or contractors as needed.

- All other duties as assigned

Qualifications:

- As a prerequisite, the successful candidate must believe in the core values of Central Iowa Shelter & Services and be driven by the mission of the organization.
- Strong critical thinking, analytical and problem-solving skills

- Proficiency in Microsoft Office
- Organized and detail-oriented
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Strong attention to details, and the ability to manage multiple projects, establish workload priorities, and meet deadlines.
- Ability to successfully pass a background check
- Possession of a valid Iowa Driver's license.
- Communication and Interpersonal skills: develop and maintain effective relationships with others; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Education and Experience:

- Bachelor's degree in Finance, Accounting, Human Resources, or related field (Master's preferred).
- Minimum 7 years of experience in finance and HR management, preferably in a nonprofit setting.
- Strong knowledge of nonprofit accounting standards and HR compliance.
- Proficiency in financial software (e.g., QuickBooks) and HR systems (e.g., Paylocity).
- Excellent leadership, communication, and problem-solving skills.
- Commitment to the mission and values of the organization.

Physical requirements and work environment:

- Ability to work well within a cross-functional team environment and diverse communities.
- While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk and 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.