




WE ARE HIRING!



FISCAL AND OPERATIONS MANAGER

Salary Range: \$55,000– 60,000 + Benefits

 Full-time, Exempt
 Des Moines

 40 Hour/Week
Office Hours 8:30am–5:00pm

 Reports to:
Executive Director

ABOUT THE ROLE

- ✓ Oversees office operations and financial management
- ✓ Maintains accurate financial records and reporting
- ✓ Supports administrative workflows and staff coordination
- ✓ Assists with budgeting and financial tracking

SKILLS AND EXPERIENCE

REQUIRED

- ✓ Bilingual English/Spanish
- ✓ Administrative experience
- ✓ MS Office and Quickbooks
- ✓ Budget tracking and financial monitoring
- ✓ Strong organization and multitasking
- ✓ Strong interpersonal skills

PREFERRED

- ✓ Post-secondary education
- ✓ Experience with grants
- ✓ Knowledge of IPV/Sexual Violence Work
- ✓ Cultural competence with Latino community
- ✓ Detail-oriented and problem-solving

ADDITIONAL REQUIREMENTS

- ✓ Background and driving record checks are required for this position
- ✓ Provide references and verification of education and/or training

APPLY NOW

Send your resume and cover letter to:

melissa@lunaiowa.org