



**AC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Procurement/Inventory Clerk - Finance Department Assistant

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am – 4:30pm

Salary Range: \$13.00-\$18.00 per hour

Posting Date: 10/02/2017

Closing Date: 10/16/2017

Description of Position:

The Procurement-Inventory Clerk / Assistant will greet, welcome, and direct visitors appropriately to company personnel. Responsible for acquiring materials and documents to fulfill requests for purchases, including preparing purchase orders, receiving packing slips, invoices, submitting for payment, and handling inquiries about orders. Will follow through with purchases from order placement to fulfillment and ensures order arrives undamaged and on time within approved procurement policies and Generally Acceptable Accounting Principles. Cross trains in other Finance department related skills and is available to cover patient registration, insurance and billing relief as needed.

Responsible for travel requests from LCO-CHC staff, including assisting staff in preparing the request for processing, submitting registration payments, registering staff online (once approved by the supervisor and Health Director), the delivering of travel packs, reconciling travel packs with the staff member, and recordkeeping of travel. This position will also monitor the return of travel advances and notifying staff of outstanding travel packs.

Qualifications:

- Must have a high school diploma or equivalence
- Intermediate accounting skills or bookkeeping certification preferred
- Associates degree in finance / business highly preferred
- Possess strong communication skills and be able to work in a professional manner at all times (courteous, if not friendly, demeanor)
- Can demonstrate strong Microsoft Office skills
- Must have strong organizational skills
- Experience in a healthcare finance/medical terminology setting preferred
- Be able to work proficiently and efficiently in a timely manner
- Must have a valid WI Driver's License
- Valid vehicle Insurance
- Must pass a pre-employment drug Screening and random drug testing
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA Regulations

Major Duties and Responsibilities:

1. Welcomes visitors by greeting them, in person or the telephone; answering or referring inquiries.
2. Maintains security by following LCO-CHC procedures.
3. Maintains safe and clean reception area by complying with procedures, rules and regulations.
4. Maintains continuity among work teams.
5. Handle and carry out approved requests for purchases.
6. Ensures all documentation on shipping ticket is accurate.
7. Track purchases from order placement until it arrives in hands of order placer.
8. Communicates with appropriate department regarding the placement of orders.
9. Selects and/or recommends the best bid.
10. Match purchase orders with shipments received.
11. Verify billed amount with goods received.
12. Handle invoices and forward them to the proper accounting department.
13. Prepare inventory transfer forms as needed.
14. Handle requests for travel advances.
15. Ensure all supporting documentation are in correlation to travel request.
16. Ensure all travel policies are properly followed.
17. Properly log and reconcile travel packs upon staff return. Reconcile to achieve proper accounting for necessary staff travel.
18. Communicate any outstanding travel packs to staff members.
19. Establish, develop, maintains and updates filing system for the Finance Director.
20. Reporting of Adverse Incidents.
21. Participate on the Incident Command Team as assigned by management.
22. Any other duties assigned by Finance Department Management.

Supervision and Guidance:

The Procurement/Inventory Clerk - Finance Department Assistant will work under the direct supervision of the Finance Director with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) current letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

10/02/2017