



**VALLEY HEALTH TEAM**  
LIVE BETTER. VIVE MEJOR.  
JOB DESCRIPTION

POSITION:	PURCHASING CLERK
REPORTS TO:	DIRECTOR OF FINANCE
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	FULL-TIME
	NON-EXEMPT

**BASIC FUNCTIONS:**

As a key member of the finance team, the Purchasing Clerk will lead the purchasing function for Valley Health Team and will leverage buying through innovative strategies and contract negotiations. This individual will work closely with leadership and other key staff to plan and implement maximum product standardization and more cost-effective distribution processes within departments throughout the organization.

In addition, the Purchasing Clerk will be responsible for the acquisition, storage and distribution of medical equipment, dispensary supplies and other medical and general supplies or equipment for use by multiple medical facilities. The purchase capital equipment will be coordinated and completed under the direction of the Director of Finance.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for the supervision of purchasing, receiving, general storeroom, copying/printing, and central supply functions.
2. Consult with the Director of Finance for purchase approvals above a set dollar limit.
3. Actively negotiates optimal vendor pricing.
4. Work with the Director of Finance to develop budget and department performance goals.
5. Responsible for vendor contract negotiations.
6. Reconcile key vendor statements versus the Aged Invoice Report out of MAS 90 as per supervisor request.
7. Work with Director of Finance to complete an annual vendor contract review.
8. Set parameters and regularly audit purchase order system.
9. Manage relationship with equipment, service and supply vendors. Direct selection and implementation of systems and procedures effecting purchasing activities and policies.
10. Support the opening of new offices or relocation of existing facilities through coordination and management of builders, architects, contractors and staff as needed.
11. Contribute to the progress and development of the organization's adopted compliance program.
12. Communicate relocation of all equipment to Inventory Control System.
13. Communicate with management and staff to education on and enforce policies and procedures associated with equipment and supply needs within the organization.
14. Post deposits and incoming cash transfers in account software; responsible for cash receipts journal from all the sites; physically go to the bank and deposit the funds into VHT's bank accounts.
15. Work closely with the AP staff by providing closed POs, purchasing requisitions, packing list and any other supportive document related with the purchasing for payment processing.
16. Must be able to demonstrate communication, negotiation and analytical skills to interact with supplying vendors, customers and department team members.
17. Must have a thorough understanding of purchasing, inventory control, contract, shipping, receiving, and accounts payable functions, regulations, policies and procedures.
18. Assume duties of Account Payable/Cash Receipts Clerk as needed.
19. On a temporary basis, may be required to work at any satellite facility.
20. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.

21. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
22. Observe and practice all VHT Patient Experience Service Standards as outlined in “World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
23. Practice CICARE phone etiquette during all phone interactions.
24. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
25. Respect privacy and dignity of our patients, family members, visitors and co-workers.
26. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
27. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
28. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
29. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
30. Perform other related duties, which may be inclusive, but not listed in the job description.

**MINIMUM QUALIFICATIONS:**

1. Associates degree in accounting, finance or related field
2. Minimum five (5) years of related work experience and/or training or can be an equivalent combination of education and experience
3. Minimum of two (2) years of progressively responsible experience in one or more of the following areas of responsibility: purchasing, storeroom or warehouse management, hospital materials management, central supply, sterile processing and/or any pertinent combination of the areas listed above; preferably in a medical, surgical center hospital, skilled nursing facility, or other healthcare services setting
4. Exposure and/or experience with accounting, grant accounting and/or project accounting software is highly preferred
5. Must be computer literate and have intermediate working knowledge of MS Office Suite (e.g. Word, Excel, Access, Visio, etc.)
6. Modern office practices and procedures (including email)
7. Proven ability to work under pressure, give thorough attention to details and meeting multiple simultaneous deadlines
8. Strong project management, facilitation, and analytical skills
9. Be self-motivated and have the ability to prioritize work and meet deadlines
10. Strong customer service skills (preferably within a service industry) and maintain an effective and positive working relationship with staff and customers
11. Excellent oral and written communication skills – be able to provide information in a clear and concise manner; good interpersonal skills.
12. Ability to be flexible with work schedule and available to work at all site locations
13. Must have own transportation, valid California Driver’s License and current proof of automobile insurance coverage
14. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person

**TYPICAL WORKING CONDITIONS:** The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

**TYPICAL PHYSICAL DEMANDS:** Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date