

CASA DE LAS CAMPANAS JOB DESCRIPTION

TITLE: Purchasing Coordinator

DEPARTMENT: Accounting

REPORTS TO: Accounting Supervisor

GRADE: 5

DATE: April 2010

JOB SUMMARY:

Under the direction of the Accounting Supervisor the incumbent will perform purchasing, supplies charge capturing for all levels of care using automated system, conduct physical inventory of stock items and maintain purchasing store room in a safe and clean manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Additional duties may be assigned)

General Supplies

- Research vendor sources, order all stock supplies and non-stock medical and office supplies/equipment for all levels of care. Negotiate pricing and terms of goods; communicate regularly with vendors regarding current/back orders, shipping discrepancies and damaged orders; return damaged and incorrect items according to procedures; perform order expediting.
- Receive merchandise from vendors and direct placement of supply items; check packing lists against shipments to ensure packages contains appropriate items; inspect merchandise for proper condition and working order;
- Fill orders for supplies and prepare for delivery to the departments; perform delivery and distribution of supplies/equipment to department.
- Inspect and label equipment and materials for identification; maintain records on location and condition of these assets. Inspect and organize store inventory and handle daily purchase transactions from authorized departmental personnel.
- Review supply stock for outdated materials; perform quarterly inventory and reporting to Accounting Supervisor regarding status; maintains warehouse/stores and central supply work areas in an organized, safe, and clean manner.
- Prepare packages and records materials for common carrier shipment (i.e. UPS).

Clinical Supplies – All Levels of Care

- Deliver requested supplies to HC resident rooms and ensure rooms are properly stocked and all charges captured
- Tour Health Center bi-weekly with a Unit Clerk for misplaced equipment and take an inventory of Casa owned rental equipment in Resident rooms for proper capture of rental charges.
- Ensure palm pilots are working and properly charged for patient charge capture and are downloaded three times a week to prevent loss of patient charge information.
- Capture scanned patient charge data for equipment rentals at all levels of care; provide monthly report to Accounting Supervisor/HC Billing Specialist on rental charges

- Communicate daily with nursing staff to ensure adequate supply levels are maintained and respond to non-stock requests.
- Maintains McKesson Software database related to the ordering, receiving, storage, and distribution of equipment and supplies. Monitor and direct expenses to ordering department. Match invoice and packing lists with purchase orders and submit to accounting for payment.

Accounting Duties

- Assist with other departmental functions as needed, including input of fixed asset data, scanning charges and contract management. Assist with daily invoices with breakdown of dollars and correct G/L account numbers; mailing of checks to vendors.
- Assist Accounting Supervisor and Accounting department with special projects (i.e. policy updates, office projects, etc.).
- Provide relief coverage for La Tienda as needed.
- Attends all mandatory employee in-services.
- Communicate necessary changes in departmental policies and procedures to the Accounting Supervisor.

EQUIPMENT USED: Various office equipment (PC, fax, copier, palm pilot and calculator), and materials handling equipment (handcart).

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE: High school graduate; 1 year college level business and accounting courses or 2 years of related office experience; knowledge of office and medical supplies is preferred.

LANGUAGE SKILLS: Must be able to read, write and speak English fluently and demonstrate good communication skills.

MATHEMATICAL SKILLS: Must possess basic mathematical skills.

REASONING ABILITY: Must possess ability to work independently with moderate supervision. Must possess decision-making and problem solving abilities.

OTHER SKILLS and ABILITIES: Knowledge of methods, practices, terminology and procedures used in receiving and warehousing materials. Healthcare experience preferred. Must possess record-keeping techniques. Demonstrated ability to use MS Outlook, Word and Excel

PHYSICAL DEMANDS: Must possess ability to lift objects weighing up to 50 pounds with lifting aids. Climbing, reaching, stooping, walking, standing, bending, grasping required.

WORK ENVIRONMENT: Storage room and office work setting.

NUMBER OF PEOPLE SUPERVISED (under regular control): None.



JOB ANALYSIS

Department: **ACCOUNTING
COORDINATOR**

Job Title: **PURCHASING**

Prepared By: **DAVE JOHNSON**

Date: **April 2010**

This job analysis is to assist in proper job placement. Place an "X" in each of the appropriate boxes to describe the extent of the specific activity the employee's job requires.

MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
Lifting	Maximum pounds Required					
FLOOR TO KNUCKLE	50			X		
KNUCKLE TO SHOULDER	20			X		
SHOULDER TO OVERHEAD	15		X			
Carrying	20		X			

NON MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
Bending / Stooping				X		
Squatting / Crouching			X			
Kneeling			X			
Climbing / Stairs			X			
Pushing / Pulling	50		X			