



**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:** Finance Clerk  
**Location:** Lac Courte Oreilles Community Health Center  
**Hours:** Monday – Friday 8:00am – 4:30pm  
**Salary Range:** \$15.00 - \$17.00 per hour  
**Posting Date:** 09/08/2020  
**Closing Date:** 09/21/2020

#### **Description of Position:**

The Finance Clerk will greet, welcome, and direct visitors appropriately to the Finance department personnel. Responsible for management and flow of incoming and outgoing financial services for LCO-CHC programs. Provides direct support to Finance team. Follow and ensure adherence to fiscal policies for procurement for the LCO-CHC by acquiring materials and documents to fulfill requests for approved purchases. The Finance Clerk will also be responsible for the processing of approved travel requests from the LCO-CHC staff.

#### **Qualifications:**

- Certificate or Associate's degree in procurement or a related field preferred.
- Possess strong communication skills and demonstrate professionalism and strong customer services skills.
- Microsoft Office skills required
- Must have strong organizational skills
- Be able to work proficiently and efficiently in a timely manner
- Must have a valid WI Driver's License
- Valid vehicle Insurance
- Must be able to pass background check

- Must pass a pre-employment drug testing 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. Obtain price quotes from suppliers based on the various purchase requests within a company.
3. Responsible for preparing purchase orders.
4. Review prices and product specifications from various suppliers to determine which would provide the best deal.
5. Create and maintain purchasing files and price lists, as well as determining if their companies have enough inventory on hand.
6. Contact suppliers to schedule deliveries or to discuss shortages or missed deliveries.
7. Track deliveries and ensure departments receive accurate order.
8. Track purchases from order placement until it arrives in hands of order placer. Troubleshoot any delays in delivery.
9. Physically check shipments to ensure the appropriate items were delivered, match packing slip with order requisition and process with accounts payable for proper department.
10. Answer supplier and customer inquiries about order changes or cancellations and check requisition orders for accuracy.
11. Communicates with appropriate department regarding the placement of orders.
12. Match purchase orders with shipments received.
13. Verify billed amount with goods received.
14. Handle invoices and forward them to the proper accounting department personnel.
15. Handle all approved requests for travel advances for the LCO-CHC employees.
16. Assist staff in preparing the request for processing, submitting registration payments, registering staff online, the delivering of travel packs, properly reconciling travel packs with the staff member, and recordkeeping of travel. Reconcile to achieve proper accounting for necessary staff travel.
17. Monitor the return of travel advances and notifying staff of outstanding travel packs.
18. Ensure all travel policies are properly followed and approved.
19. Communicate any outstanding travel packs to staff members.
20. Reporting of Adverse Incidents.
21. Any other duties assigned by the Finance Director.

### **Supervision and Guidance:**

The Finance Clerk 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**

**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.*

09/08/2020