

**MASON CITY CLINIC**  
**Job Description**

**Job Title:** Purchasing Clerk

**FLSA Status:** Non-exempt

**Job Code:**

**Employee Group:** Non-management

**Department:** Accounting

**General Summary:**

Under general supervision and according to established policies and procedures, purchases routine supplies and services from vendors. In doing so, obtains and reviews purchase requests from departments, places orders and ensures correct products are received in a timely manner. Responsible for obtaining vendor bids and reviewing data with appropriate accounting staff to develop purchase recommendations to be presented to CFO. Monitors supply usage and maintains purchasing records and order documentation verifying accurate deliveries and pricing. Works with accounting department staff to negotiate pricing and volume buying and recommendations for purchasing contracts. Maintains regular contact with sales representatives and department personnel in order to identify purchasing needs and sources.

**Principal Duties and Responsibilities:**

1. Obtains, reviews and consolidates purchase requests from departments, prepares and processes all necessary forms and documentation to order supplies, contacts appropriate vendor to obtain current pricing, and places order by telephone, mail or facsimile.
2. According to established procedures fills supply requisitions from central supply and off-site storage sites and delivers to appropriate personnel.
3. According to established procedures checks-in and distributes supplies to appropriate departments. In doing so, unpacks and examines incoming goods and verifies completeness of shipments against packing slips and purchase orders. Informs vendor of shortages, overages, and/or damaged goods.
4. Meets with sales representatives to review current and/or new programs and compare to current Clinic practices in order to ensure Clinic is receiving low priced and high-quality service and/or products. Works with accounting department staff to negotiate pricing and volume buying and recommendations for purchasing contracts.
5. Under direction of the CFO, obtains vendor bids on furniture items and large volume products including paper, stationary, and the like. In doing so, prepares list of items to purchase or request-for-proposal, and distributes same to vendors.
6. Responsible for obtaining vendor bids and reviewing data with appropriate accounting staff to develop purchase recommendations to be presented to CFO.
7. Maintains an adequate supply of forms and contacts appropriate printer as necessary. Working with department personnel, modifies forms when necessary, ensures consistent form layout when appropriate, and interacts with vendor to ensure accuracy.
8. Assists accounting department staff in maintaining a purchasing log of all items kept in long-term storage ensuring accurate records for efficient retrieval.

9. Coordinates processing of purchased items by ensuring products are received in a timely manner, orders are accurately filled and delivered, proper pricing is included on the invoice, and all terms of purchase are met by vendors.
10. Provides courier service to off-site facilities to deliver and pick up inter-office mail, supplies, equipment, and the like when needed.
11. Actively participates in the process improvement initiatives and seeks to identify and resolve issues through teamwork and collaboration.
12. Conducts special projects as requested.

**Knowledge, Skills and Abilities Required:**

**EDUCATION:** Knowledge of basic purchasing techniques, purchasing control procedures and business mathematics as normally acquired through completion of one year post high school education.

**EXPERIENCE:** Approximately three to six months related work experience necessary in order to gain knowledge and understanding of purchasing policies and practices, and to become familiar with various equipment, materials and products the Clinic utilizes.

**SKILLS & ABILITIES:**

1. Knowledge of basic word processing and spreadsheet software in order to enter data for analysis and comparison of supply usage and vendor bids.
2. Interpersonal skills necessary in order to communicate with vendors and deal effectively with a wide variety of Clinic personnel when exchanging information concerning purchase requests.
3. Analytical skills necessary in order to compare price and quality of products to meet Clinic needs and to interpret instructions such as when transporting hazardous materials and chemicals, verifying completeness of shipments, and so forth.
4. Ability to concentrate and pay close attention to detail when processing purchasing requests, reviewing and verifying completeness of shipments, updating records, and so forth which occupies approximately fifty percent of work time.
5. Ability to push, pull, lift and move supplies, equipment, and so forth weighing up to fifty pounds approximately forty percent of work time and over fifty pounds approximately ten percent of work time.

**PHYSICAL/MENTAL DEMANDS:**

1. Works in office environment with exposure to infectious and hazardous material when transporting medical supplies, and the like, which occupies less than five percent of work time. Potential for personal harm or injury is limited when proper safety and health precautions are followed.
2. Works under strenuous conditions when moving and/or lifting heavy materials which occupies approximately ten percent of work time. Potential for injury is limited when proper lifting and safety precautions are followed.

**Working Conditions:**

Works in a normal office environment where there are few if any, physical discomforts due to dust, dirt, noise and the like.

**Reporting Relationships:**

1. Reports to the CFO.

**Approvals:**

\_\_\_\_\_  
CFO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

created 1/1999  
rev 7/17, 9/19, 6/21

**WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET**

Date: 6/2021

Job Title: Purchasing Clerk

Department: Accounting

**1. Physical Activities**

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing					x	
Bending					x	
Climbing		x				
Crawling	x					
Crouching				x		
Kneeling				x		
Reading						x
Sitting			x			
Squatting			x			
Standing				x		
Stooping		x				
Walking				x		

**2. Lifting and/or Pushing and Pulling**

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds					x	
10-20 pounds				x		
20-30 pounds				x		
30-60 pounds			x			
Over 60 pounds		x				

### 3. Carrying and/or Pushing Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds					x	
10-20 pounds				x		
20-30 pounds				x		
30-60 pounds			x			
Over 60 pounds		x				

### 4. Visual Activity

Level	Yes	No	Comment
Near Vision	X		
Far Vision	X		
Depth Perception	X		
Fine Discriminate Detail		X	
Color Vision		X	
Field of Vision		X	

### 5. Auditory Activity

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

**6. Sensory Activity (Touch & Smell)**

Level	Yes	No	Comment
Distinguish Hot & Cold		X	
Distinguish Range of Temperature		X	
Distinguish Surfaces	X		
Fine Motor Skills to Grasp	X		
Manual Dexterity	X		Keyboarding & 10-key skills required
Detect Odors		X	
Distinguish Odors		X	

**7. Verbal Activity**

Level	Yes	No	Comment
Make Sounds		X	
Form Words	X		
Speak Loudly		X	
Speak Softly		X	

**8. Mental Activity**

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, etc.)						X
Subjected to interruptions			X			
Subjected to changing work priorities		X				

## 9. Hazardous Conditions

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Exposure to marked changes in temperature & humidity				x		
Exposure to electrical shock	X					
Exposure to vapor, fumes & gases	X					
Exposure to radiation	X					
Exposure to infectious disease	X					
Driving automotive equip.			x			
Exposure to weather elements				x		