

## AP-Purchasing Manager

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Ho`ōla Lāhui Hawai`i is an FQHC, non-profit community health organization serving families throughout the county of Kaua'i. We are seeking a full-time Accounts Payable/Purchasing Manager for our community health center.

Under the supervision of the Controller, this position works closely with the CEO and senior management of the agency. This position will be in charge of procurement including compliance with federal purchasing guidelines and HLH policy.

### Primary Duties

- Assist in managing the financial oversight of federal, state and private grant funding to assure compliance with federal and state guidelines.
- Works with staff to attain financial data and procurement information needed for grants and reports.
- Prepare requests for bids according to HLH procurement policies.
- Prepare justifications and analysis on formal bids along with senior leadership within the organization.
- Assure that HLH is following procurement rules associated with various grants that the organization has in place.
- Solicit and receive bids for services and supplies as requested.
- Serve as the procurement point of contact for the organization.
- Oversee vendor compliance and prepare renewal justifications for existing roll-over contracts.
- Supervise purchasing clerk and assist as needed.
- Assist in preparing financial and purchasing reports for funders as required by grant sources.
- Other duties as assigned.

### **Position requirements**

- GED or High School Diploma.
- Must have good written and verbal skills coupled with diplomacy and courtesy.
- Able to communicate clearly and tactfully with others, prepare written reports and other necessary communications in a professional manner. Skilled in use of computer and MS Office software.
- Flexibility is KEY!

**Preferred:** Bachelor's degree. Non-profit experience highly desirable. Three years of grant work experience.

*Ho`ōla Lāhui Hawai`i is an Equal Opportunity Employer. Employees of Ho`ōla Lāhui Hawai`i and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, age, religion, veteran's status, citizenship, national origin, ancestry, disability, sex, sexual orientation, arrest or court record, marital status, genetic information, gender identity or expressions, domestic or sexual violence victim status, or any other classification protected under state or federal law.*

Excellent pay and benefits.

Submit resume and cover letter to Human Resources Director via email.