

Director of Procurement

Job Number: 24-12369

Job Summary: The Director of Procurement is responsible for leading the procurement function within Integral Care, developing and implementing strategies to optimize the sourcing of goods and services. This role involves managing supplier relationships, negotiating contracts, and ensuring compliance with regulations while driving cost efficiencies and enhancing quality. This position will also oversee the Accounts Payable team, establish performance metrics, and collaborate with senior management to align procurement initiatives with organizational goals. This strategic leadership position requires strong analytical, negotiation, and communication skills to effectively manage the supply chain and support the organization's overall objectives.

Regular, predictable attendance is an essential requirement for this position. Other duties may be assigned. May require a flexible work schedule.

Integral Care employees are committed to fostering an open, inclusive, and supportive environment that welcomes and embraces diversity in all forms. Integral Care defines diversity broadly to include race, ethnicity, abilities (mental/physical), gender, gender identity, immigrant status, language, religion, sexual orientation, socioeconomic status, veteran status, age, and other groups.

Integral Care employees are to strive to maintain a trauma sensitive workplace, to embrace trauma sensitive and informed practices, and to foster a supportive and welcoming environment of care.

Knowledge, Skills, and Abilities:

Procurement Functions

- In concert with the Chief Financial Officer and General Counsel, contribute expertise to organization related to procurement. Advise senior leaders on most effective strategies in areas such as cost control, contracts management, purchasing and other areas as appropriate.
- Consider end-to-end purchase requisition process and steps for maximum effectiveness and efficiency for purchasers while complying with policy directives, audit requirements and legal statutes.
- Oversee the procurement process, including sourcing, bidding, contract negotiation, and vendor management.
- 100% compliance with the Texas Administrative Code and other governing body regulations
- Use of Texas Statewide Procurement Division, Texas Smart Buy and Department of Information Resources where applicable
- Vendor management and maintenance in systems
- Update purchasing policy and procedures as needed
- Obtain feedback from end users to identify gaps in processes and policies

AP Functions

- Processing invoices: Ensuring that invoices from suppliers are processed accurately and efficiently
- Vendor relations: Managing the vendor master file, including setting up and maintaining vendors
- Compliance: Ensuring that the accounts payable processes follow local, state and federal requirements
- Manage 1099 process via third party vendor
- Workflow: Designing, implementing, and maintaining electronic workflow for the approval system
- ERP systems: Implementing and maintaining Compleat Software used for Accounts Payable

- Vendor payments: Directing and monitoring the timing of vendor payments to take advantage of discount periods
- Manage, develop and train Accounts Payable team – currently ranges 4-6 FTE's
- Manage travel and entertainment employee reimbursements
- Special projects: Directing departmental special projects
- Training: Providing consultation, education, and training to all departments on accounts payable policies and procedures

Knowledge and Skills:

- Skill in critical-thinking and problem-solving, along with the ability to perform during moments of ambiguity
- Skill in organization, prioritization, follow through, and attention to detail
- Ability to build strong relationships and mutually beneficial business partnerships through trust, empathy, and credibility
- Knowledge of state and federal rules and regulations concerning procurement
- Demonstrated leadership and management skills
- Basic understanding of accounting and finance
- Data analysis
- Working knowledge of Microsoft Excel
- Strong communication and interpersonal skills
- Customer service centric approach to purchasing and accounts payable functions
- Helpful: Knowledge of Compleat and Concur or related software

Education:

- BS/BA degree, with preference for a field of study in economics, government, philosophy, English, or a related field that emphasizes critical thinking and writing skills.
- Advanced degree in business, public administration, or finance optional.

Experience:

- 5-10 years supervisory management responsibilities.
- 3 years of experience in government contracting.
- Effective leadership skills.
- Excellent oral and written communication skills.
- Professional certifications in procurement, contract management, supply chain management, logistics or relevant professional experience.
- Experience in municipal government contracting.
- Experience in Accounts Payable is optional.

Hours: Full-Time.

Workdays: Monday-Friday.

Workhours: 8:00am-5:00pm.

Salary: \$106,564 annually.

Why join us: Integral Care has proudly served Travis County residents for the past 50 years. As the largest provider of behavioral health services in Travis County, we are dedicated to improving the lives of adults and children living with mental illness, substance use disorder and intellectual and developmental disabilities. By joining our team, you will find rewarding work every day alongside people who have as much compassion as you. Join us and together we can help improve the quality of life for the people we serve. Imagine your career at Integral Care!

Employee Benefits:

- Medical, Dental and Vision insurance
- Generous vacation/holiday/sick leave
- Life and Short-term/Long-term Disability Insurance
- Employee Assistance Program (EAP)
- 403(b) retirement account
- Gold's gym membership discount
- Mileage reimbursement

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Integral Care strives to maintain a diverse workforce. We encourage all to apply, including those who have knowledge and/or experience working with underserved populations, including Asian and Pacific Islander, Black/African American, Hispanic/Latino, and LGBTQA communities.

All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.

For specific positions, additional compensation may be available to those who are bilingual in both English and one of the following languages: Spanish, Chinese, Vietnamese, Korean, or Burmese. (PM16)