

UW HEALTH JOB DESCRIPTION

Optical Support Specialist			
Job Code: 920010	FLSA Status: Non exempt	Mgt. Approval: T. Lamontagne	Date: May 2019
Department: Optical Clinics		HR Approval: J. Tokarski	Date: May 2019
JOB SUMMARY			
<p>The Optical Accounts Payable & Inventory Specialist is responsible for developing and maintaining databases as well as producing monthly reports as needed. In addition, this position will be responsible for maintaining appropriate inventory levels for all UW Health Optical locations. They must have a complete understanding of the computer system while maintaining system integrity. The Accounts Payable and Inventory Specialist must possess current knowledge of products in the Optical and can maintain good relationships with fellow Opticians. This position is responsible for all accounts payable transactions for the Optical Department.</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> Coordinate administrative aspects of the department, including preparation of report, researching issues, and assistance in updating policies, procedures, manuals, and administrative tools. Setup and maintenance of the Optical computer software program, including regular updates and diagnostics Set up new accounts with vendors and ensure proper coding and prompt payment of Optical statements, analyze and ensure accurate discounts with vendors Process and reconcile all optical invoices and statements for accuracy, allocate product costs to optical locations and maintain inventory and quality control, including time sensitive process and procedures. Provide administrative and management reports that assist in the review of optical operations Annual physical inventory for all opticals, provide inventory reports, and reconcile discrepancies Responsible for all accounts payable transactions for UW Health Optical. Process accounts payable, patient and insurance refunds, and collections Coordinate and monitor facility and departmental needs, purchase supplies, materials, services or equipment Act as a resource, responds to questions and provides support to department staff as it relates to policies, procedures and processes. Responsible for end of month reporting on Optical revenues. Monitor current pricing structure, maintain productivity and profit margins Assist with optical product pricing, monitor inventory budgets and oversee the purchases of all optical inventory, equipment, and supplies 			
<p>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p>			
JOB REQUIREMENTS			
Education	Minimum	<ul style="list-style-type: none"> High School Diploma or equivalent 	
	Preferred	<ul style="list-style-type: none"> Associate Degree in Business Administration 	
Work Experience	Minimum	<ul style="list-style-type: none"> 1 year experience in administrative support role or 1 year eyecare / health care experience 	
	Preferred	<ul style="list-style-type: none"> 3 years of experience in an administrative support function 	
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Knowledge of computerized inventory and point of sale system Basic mathematical and calculator skills required Computer experience required; basic knowledge of computer operation systems and utilities <ul style="list-style-type: none"> Ability to work timely and accurately Excellent organizational, verbal and written communication skills, 	

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	<ul style="list-style-type: none"> Excellent computer skills Ability to be self-directed and understanding of business procedures Resourceful effective in problem solving and good judgement Ability to be flexible in response to change in demands Ability to handle a high a volume of work under pressure Ability to plan, prioritize and organize the workflow in a busy office/unit environment and be self-directed and work with minimal supervision
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	x	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
x Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.