

UW HEALTH JOB DESCRIPTION

ACCOUNTANT, SMPH			
Job Code: 440091	FLSA Status: Non-Exempt	Mgt. Approval: J. Wepfer, L. Bindl and R. Ravel	Date: August 2021
Department: SMPH		HR Approval: N. Lazaro	Date: August 2021
JOB SUMMARY			
<p>The Accountant independently generates financial and managerial accounting statements, prepares budget and other financial templates for use by administrative personnel, prepares summary management and financial analysis reports, processes and reconciles UWH payroll, oversees accounts receivable, and completing other financial/budget/compensation projects as needed.</p> <p>The incumbent may supervise or direct work to staff in accounts payables/accounts receivables including, but not limited to, processing, communication of policy & procedure and record keeping related to UW Health accounts payables/receivables policies.</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> Meets with various stakeholders regularly to review budgets, variances, and projections. Identifies and corrects discrepancies in coding. Shares areas of concern and makes recommendations to stakeholders as appropriate. Monitors and analyzes actual versus budgeted expenses and revenues, and assists in the preparation of projected year-end results and balances. Prepares and reconciles faculty, APP and other UWH staff payroll. Responsible for reviewing leave of absences, appointment changes and external funding sources. Reconciles payroll register monthly for amounts paid and classification/coding of amounts. Responsible for monthly accrual and med school transfer amounts. Oversees accounts payable and accounts receivable work; serves as back up. May serve as Accounts Payable or Accounts Receivable staff supervisor. Serve as primary liaison in all matters regarding faculty, non-physician provider and UWH staff professional allowances and/or business expenses, ensuring adherence to federal, state and institutional guidelines. Assists in developing and implementing annual financial processes throughout the department; including but not limited to developing and providing training and instructions, timelines, reports, and recommendations for improvement. <p style="text-align: center;">ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p>			
JOB REQUIREMENTS			
Education	Minimum	Bachelor's Degree in Accounting, Finance, Business or another related field. Four (4) years of relevant finance or accounting experience may be considered in lieu of the degree in addition to the experience below.	
	Preferred		
Work Experience	Minimum	Two (2) years of experience in accounting or finance that includes experience with computer systems, spreadsheet and database applications, data flow, report creation, and data interpretation	
	Preferred		
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Knowledge of Generally Accepted Accounting Principles and governmental regulations as applied to modern health care financial management. Knowledge of the principles of statistical analysis as applied to the development and design of financial reporting Ability to work independently and as a team, managing tasks in a fast pace environment Attention to detail and accuracy Excellent verbal, written and interpersonal communication skills Experience in Microsoft Office Suite (Excel, Access, Word, Outlook) 	

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	<ul style="list-style-type: none"> • Thorough knowledge of and experience in financial system applications and software • Analytical and problem-solving abilities with the ability to manipulate and understand complex information • Effective organizational and time management skills with proven ability to meet deadlines • Ability to diplomatically handle communications in potentially stressful situations • Strong customer services skills, including the ability to communicate effectively with physicians, leadership and external stakeholders
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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)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		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
x Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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
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.