

UW HEALTH JOB DESCRIPTION

ACCOUNTING SPECIALIST

Job Code: 440077	FLSA Status: Nonexempt	Mgt. Approval: B.Stransky	Date: March 2019
Department: DFMCH		HR Approval: A.King	Date: March 2019

JOB SUMMARY

Under the direction of the Department Leader and the Chief Financial Officer, the Accounting Specialist is responsible for performing detailed accounting, auditing, and financial analysis and reporting duties. This position provides accounting and financial analysis experience, and has responsibilities in the areas of budget, accounting, accounts receivable and accounts payable.

MAJOR RESPONSIBILITIES

- Assists with quarterly budget review: actual vs budget reporting, budget planning and preparing related financial analyses and financial reports
- Assists in month-end close process, including but not limited to preparing and importing journal entries, reviewing month-end balance sheet and subsidiary ledgers, preparing month-end variance analyses, and maintaining integrated financial statements.
- Completes the accounts payable process and assists with the accounts receivable process for the department.
- Maintains business, education, and travel ledgers for approximately 200+ faculty and non-physician providers, non-provider clinical staff and family medicine residents and fellows.
- Ensures that providers do not exceed their Professional Development Award and that pool managers do not exceed the pool budget for respective staff
- Prepares and enters reimbursements and/or invoices, following up on and correcting errors or discrepancies
- Maintains accounts receivable trial balance, to include entering and tracking payments.
- Identifies and develops solutions and processes that will improve efficiency, increase accuracy, and improve decision making within the department. Develops a system of checks and balances with various sources and performs audits to insure the integrity of the information.
- Perform other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate degree in Accounting, Business, Finance or related field. Two (2) years of accounting or accounts payable experience may be considered in lieu of the degree in addition to the experience below.
	Preferred	Bachelor's Degree in Accounting, Business, Finance or related field
Work Experience	Minimum	One (1) year of basic accounting experience
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		
<ul style="list-style-type: none"> • Computer skills with proficiency in database, spreadsheet, and word processing software required. Experience with accounting software (PeopleSoft) a plus. • Familiarity with the academic environment and/or clinical practice plans is preferred. • Ability to work independently and as a team to complete work with minimal supervision. • Ability to prioritize and work under pressure sufficient to meet deadlines. • Ability to concentrate as demonstrated by high degree of accuracy entering data. • Ability to work in a fast-paced, multi-functional environment. • Ability to diplomatically handle communications in potentially stressful situations. • Strong oral, written, and interpersonal communication skills are required. • Ability to communicate effectively with physicians and management staff regarding business expense reimbursements. • Strong organizational and customer service skills. • Strong analytical skills with the ability to manipulate and understand complex information. • Excellent attention to detail. 		

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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 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
	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#
List any other physical requirements or bona fide occupational qualifications:				

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.