

## UW HEALTH JOB DESCRIPTION

### ACCOUNTS PAYABLE SPECIALIST

Job Code: 440066	FLSA Status: Non-Exempt	Mgt. Approval: L. Bindl; J. Martinson	Date: October 2020
Department: Accounts Payable OR Medicine-Finance		HR Approval: J. Theisen	Date: October 2020

### JOB SUMMARY

The Accounts Payable Specialist performs accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions. The Accounts Payable Specialist completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices. The Specialist also processes all invoices received for payment and undertakes the payment of all creditors in an accurate, efficient and timely manner.

### MAJOR RESPONSIBILITIES

- Calculate and post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization
- Accurately match electronic purchase order details against invoices and/or record of items received, including but not limited to verifying unit, price, quantity, discounts and invoice terms. Process stop-payments when applicable
- Reconcile processed work by verifying entries and comparing system reports to balances.
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Assist in analyzing problems that cause delays in the accounts payable process.
- Identify payments which require 1099 or W-2 reporting
- Participates in testing system enhancements and upgrades; assist with system training as needed
- Reconcile travel and business expenses, procurement card transactions, and professional funds for clinical faculty (Department of Medicine staff function only)

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

### JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	Associates Degree in Business, Finance or related field
Work Experience	Minimum	One (1) year of accounts payable experience or office support experience in a financial department
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>• Effective Communication Skills</li> <li>• Attention to Detail and Accuracy</li> <li>• Organization and Prioritization</li> <li>• Teamwork</li> <li>• Data Entry Skills</li> <li>• Confidentiality</li> <li>• Ability to meet deadlines</li> <li>• Proficiency in Excel</li> <li>• Problem solving skills and ability to handle a variety of challenging situations</li> <li>• Ability to react to frequent changes in duties and volume of work</li> </ul>	

### 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)

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	School Age (6 – 12 years)		Older Adult (Over 65 years)
<b>JOB FUNCTIONS</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
<b>PHYSICAL REQUIREMENTS</b>			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time
			<b>Constant</b> 67%-100% of the time
<b>X</b>	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>
	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls  <b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>  <b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>  <b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>  <b>Over 20#</b>
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.