

UW HEALTH JOB DESCRIPTION

ACCOUNTS RECEIVABLE SPECIALIST

Job Code: 440074	FLSA Status: Non-Exempt	Mgt. Approval: H. Brahm	Date: July 2022
Department: General Accounting		HR Approval: B. Haak	Date: July 2022

JOB SUMMARY

The Accounts Receivable Specialist performs accounting tasks related to the efficient maintenance and processing of accounts receivable transactions. The Accounts Receivable Specialist ensures that UW Health receives payment for goods or services provided to customers. The Specialist records the revenue and accounts receivable and tracks payments in an accurate, efficient, and timely manner.

MAJOR RESPONSIBILITIES

- Maintains the central customer master list for UW Health to ensure consistency across all UW Health companies
- Works with cost centers across the organization to record invoices for goods or services rendered to customers in accordance with UW Health contracts
- Works with Treasury to ensure UW Health is billing sales tax accurately on invoices
- Applies cash received to customer accounts; follows up on unapplied cash received
- Collects and resolves balances on customer accounts; sends customer statements, dunning letters and communicates with customers via phone, email or mail
- Generates reports detailing accounts receivable status as needed (e.g., aged balances, balance by customer, cash collected by cost center, etc.)
- Reconciles the accounts receivable subledger to the general ledger to ensure all invoices and payments are accounted and recorded properly
- Assists in analyzing any issues that cause delays in the accounts receivable process
- Assist the financial reporting team in preparing month end accruals for any customer accounts not yet billed as of the close date
- Participates in testing system enhancements and upgrades; assist with system training as needed

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

JOB REQUIREMENTS

Education	Minimum	Associate Degree in Business, Finance or related field. Two (2) years of accounts receivable experience may be considered in lieu of the degree in addition to the experience below.
	Preferred	
Work Experience	Minimum	Three (3) year of accounts receivable 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"> • Understanding of basic accounting principles • Effective Communication Skills • Attention to Detail and Accuracy • Ability to read, understand and record financial transactions from legal contracts • Ability to meet deadlines • Organization and Prioritization • Ability to work with a diverse group of people, providing excellent customer service • Ability to work independently or as a team member • Data Entry Skills • Analytical and problem-solving skills • Confidentiality

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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 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 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.