

## UW HEALTH JOB DESCRIPTION

### SENIOR ACCOUNTING SPECIALIST

<b>Job Code:</b> TBD	<b>FLSA Status:</b> Nonexempt	<b>Mgt. Approval:</b> B.Stransky	<b>Date:</b> March 2019
<b>Department:</b> DFMCH		<b>HR Approval:</b> A.King	<b>Date:</b> March 2019

### JOB SUMMARY

Under the direction of the Department Leader and the Chief Financial Officer, the Senior Accounting Specialist is responsible for leading detailed accounting, auditing, and financial analysis and reporting duties. This position provides accounting and financial analysis expertise, and has responsibilities in the following areas: budget, accounting, physician compensation payroll coding, capital, accounts receivable and accounts payable.

### MAJOR RESPONSIBILITIES

- Maintains and analyzes budget information and variances by cost center, including but not limited to importing historical activity into budget spreadsheets, importing budget year allocations, assessments, and current-year data, verifying staff salary and FTE information, and entering all budget information into budget software to balance the department's internal budgets.
- Prepares physician compensation budget data by physician, cost center, and funding source.
- Oversees the 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.
- Oversees the accounts payable and accounts receivable processes for the department. This will include overseeing the accounts payable and reimbursement responsibilities of the Financial Specialist and preparing and entering reimbursements and/or invoices with appropriate supporting documentation. Maintains accounts receivable trial balance, to include entering and tracking payments.
- Responsible for collecting and tracking annual capital budget items and requests ensuring quotes and supporting documentation are collected.
- 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 their staff.
- Researches and corrects accounting errors and discrepancies with Department faculty, staff, and UWMF accounting staff.
- Responsible for miscellaneous reporting and analysis requests for the finance committee, the Director of Physician Compensation, Billing and Reimbursement, the Department Administrator and the Chief Financial Officer.
- 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 ensure the integrity of all department financial 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	Three (3) years of progressively responsible accounting experience
	Preferred	Three (3) years of accounting experience in a healthcare environment
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Computer skills with proficiency in database, spreadsheet, and word processing software required. Experience with accounting software (PeopleSoft) a plus.</li> <li>• Familiarity with the academic environment and/or clinical practice plans is preferred.</li> <li>• Ability to work independently and as a team to complete work with minimal supervision.</li> <li>• Ability to prioritize and work under pressure sufficient to meet deadlines.</li> <li>• Ability to concentrate as demonstrated by high degree of accuracy entering data.</li> <li>• Ability to work in a fast-paced, multi-functional environment.</li> </ul>

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- 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.

### 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
<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>Negligible</b>
	<b>Light:</b> 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.	<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.