

UW HEALTH JOB DESCRIPTION

TREASURY COORDINATOR

Job Code: 440065	FLSA Status: Non-Exempt	Mgt. Approval: C. O'Connor	Date: November 2023
Department: Finance / Treasury		HR Approval: B. Haak	Date: November 2023

JOB SUMMARY

The Treasury Coordinator is responsible for the identification of and reconciliation of payments that are posted to cash in the enterprise general ledger for a multitude of UW Health billing systems and bank accounts. This position is responsible for interpreting and analyzing financial data along with accurately assigning and entering general ledger coding onto payment applications and various spreadsheets/databases in a timely manner. The incumbent is responsible for the data entry of the accounting functions on an enterprise level for several programs, organizational service units, and cost centers. The Treasury Coordinator will utilize generally accepted accounting principles (GAAP), healthcare financial accounting and reporting standards to perform annual audit preparation and to maintain UW Health's internal controls. The position requires a great degree of initiative, individual judgement, cross functional collaboration, and knowledge of the processes and procedures of the operating areas within the entire UW Health enterprise and its affiliates. The duties of the position require the incumbent to concentrate in a highly complex and demanding environment while performing analytical tasks and activities with the utmost accuracy to ultimately meet very tight deadlines.

MAJOR RESPONSIBILITIES

- Interprets, analyzes, calculates, and codes financial data from multiple payment applications, sources, and banking institutions.
- Records deposit information by payment type on deposit worksheets to serve as an accurate and daily source of information for revenue journal entries.
 - a. Maintains a log of bad or returned checks and debit/credit card returns and informs appropriate partners to ensure accounts are correctly posted.
 - b. Maintains and logs intercompany transfer amounts for weekly payouts.
 - c. Maintains and logs "due to" and "due from" amounts for UW Health partnerships.
 - d. Reconciles all payment and bank variances and follows up with appropriate partners when items do not settle properly with the bank or within the processing systems.
 - e. Files and records deposit documentation so that information can be retrieved quickly to resolve issues in a timely manner.
 - f. Tracks all cash, check, and credit card sales for retail services, clinical settings, general accounting invoicing, revenue cycle billing, and any remaining outside income.
- Downloads and reconciles reports that capture UW Health's daily cash transactions (postings versus deposits) utilizing several databases and spreadsheet tools.
- Distributes deposit documentation to appropriate departments.
- Performs research on payments for proper application.
- Maintains documentation of all reconciliation processes and workflows.

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

JOB REQUIREMENTS

Education	Minimum	Associate degree in Business, Finance or Accounting
	Preferred	Bachelor's Degree in Business, Finance or Accounting
Work Experience	Minimum	Two (2) years working with Banking Applications, Cash Handling, General Ledger, Excel.
	Preferred	Four (4) years working with EPIC Resolute, OnBase, Oracle, Excel Macros and Pivot functions, Basic Accounting Principles, and reading Healthcare EDI files / remittances.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong customer service skills • Proficiency in Microsoft Office (Excel, Word, Outlook) • Multi-operational computer functions • Strong math and analytical skills

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	<ul style="list-style-type: none"> • Positive, can-do attitude coupled with a sense of urgency • Ability to make good and sound judgements in demanding situations • Strong problem-solving skills • Ability to positively react to frequent changes in duties and volume of work • Ability to work independently and be results oriented • PCI Compliance • Confidentiality and HIPAA Compliance 		
PHYSICAL REQUIREMENTS			
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>			
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.