

## UW HEALTH JOB DESCRIPTION

### Supervisor Accounts Payable

**Job Code: 04140**

**FLSA Status: Exempt**

**Mgt. Approval: B. Sears Date: 5.2016**

**HR Approval: C. Cichy-Krantz Date: 5.2015**

#### JOB SUMMARY

The Supervisor, Accounts Payable position is responsible for overseeing the entire accounts payable, refunds, and deposit area as well as directing staff in carrying out these duties. This includes, but is not limited to, the timely payments of vendor invoices, expense reimbursements, and timely preparation of daily deposits for the bank. This position communicates with multiple departments and levels within the organization, resolving a wide variety of problems and questions that arise. Assists Administrators and Department Managers in regards to understanding and maintaining the expenditures, which affect their budgets.

#### MAJOR RESPONSIBILITIES

1. Manage Accounts Payable, Deposits and Refunds.
2. Develop procedures and policies for Accounts Payable, Deposits and Refunds functions to ensure adherence to company guidelines. Oversee the development, implementation and maintenance of Accounts Payable accounting systems
3. Select and hire employees for Accounts Payable, Deposits and Refunds. Train and evaluate employees to enhance their performance, development, and work product. Address performance issues and makes recommendations for personnel actions. Motivate and reward employees including providing salary increases, bonuses and promotions within allocated budgets and company guidelines
4. Maintain customer relations and responds to financial questions/concerns from physicians, academic department staff, clinic operations staff, management and other finance staff as well as with vendors.
5. Act as a liaison to external auditors to meet information needs and to ensure that proper information is maintained for historical purposes
6. Keep abreast of changes in IRS regulations and communicates to affected parties. Reviews IRS regulations to ensure UWMF reimbursement guidelines adhere to IRS allowable business expenses
7. Process 1099s to vendors ensuring accuracy and timeliness.
8. Manage monthly closing of accounts payable and posting at month end.
9. Approve all new vendor setups.
10. Maintain and set up banking information for electronic payment vendors
11. Back up Accounts Payable Manager in reviewing check register and audit checks to determine totals match before checks are mailed.
12. Prepare annual Unclaimed Property report for Accounts Payable and Refunds to submit to States.
13. Back up Accounts Payable, Deposits and Refund duties.
14. Back up all duties for the Director of Accounts Payable, Refunds, and Deposits.

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

#### JOB REQUIREMENTS

Education	Minimum	Associate Degree
	Preferred	Associate's degree in Business Administration, Accounting or Finance Bachelor's Degree in Business Administration, Accounting or Finance
Work Experience	Minimum	3 years' experience in Accounts Payable
	Preferred	Health care experience Supervisory experience
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Knowledge of generally accepted auditing principles.</li> <li>• Knowledge of Federal, State and ability to learn UWHCA accounting rules and regulations.</li> <li>• PC skills and knowledge of data processing applications and capabilities.</li> <li>• High level of interpersonal communication skills.</li> <li>• Competence in problem resolution.</li> <li>• Analytical and problem solving skills and ability to handle a variety of challenging situations</li> </ul>

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- Ability to work independently and as a team to complete work with minimal supervision
- Excellent written and oral communication skills.
- Strong planning and organizational skills to balance and prioritize work. Ability to work under pressure sufficient to meet deadlines.
- Ability to diplomatically handle communications in potentially stressful situations

### 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)	<b>X</b>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<b>X</b>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<b>X</b>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<b>X</b>	Older Adult (Over 65 years)

### JOB FUNCTION

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 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.	<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:

- Applies to positions in Accounts Payable
- Applies to position in Deposits. Requirement to lift and handle cash bags.

**Work/Environmental:** Moderate noise level consistent with an office environment