

UW HEALTH JOB DESCRIPTION

SUPERVISOR ACCOUNTS PAYABLE

Job Code: 312001	FLSA Status: Exempt	Mgt. Approval: J. Martinson	Date: April 2019
Department : Accounts Payable		HR Approval: A. King	Date: April 2019

JOB SUMMARY

Under the general direction of the Manager Accounts Payable & FIS, the Supervisor Accounts Payable is responsible for overseeing the accounts payable function and operational processes within the department as well as directing staff in carrying out these duties.

The Supervisor will oversee activities in the accounts payable department, including monitoring invoice volumes, reviewing applicable reports and dashboards to identify trends and issues, and identifying solutions. The incumbent will evaluate staff workload and throughputs while balancing suppliers, transactions, and priorities as needed. The Supervisor will work with the Manager Accounts Payable and other Finance leaders to meet departmental and organizational goals. The position will communicate extensively with departments and leaders throughout the organization, including executives, directors and managers in resolving a wide variety of problems and questions.

MAJOR RESPONSIBILITIES

- Supervises the accounts payable staff in day-to-day operations.
- Ensures all invoices are reviewed, audited, and processed properly for timely payment.
- Trains and evaluates staff to enhance their performance, development, and work product. Addresses performance issues and makes recommendations for personnel actions.
- Assists staff with problems and issues, advises on methods to research and resolve questions.
- Maintains relationships with suppliers and the Procurement Services department to ensure that services and supplies will be readily available.
- Provides assistance and training to operational leaders and staff related to accounts payable transactions; responding timely to questions/concerns to meet business needs.
- Reviews dashboards and reports to confirm proper processing and efficiencies within department. Works with leadership to analyze trends and adjusts accordingly to optimize staff and throughput; contributes to the development of processes and procedures as applicable.
- Processes the release and selection of invoices for payment.
- Assists with reconciliations, along with any internal or external audit needs.
- Other duties as assigned.

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

JOB REQUIREMENTS

Education	Minimum	Associate degree in Business Administration, Accounting, Finance or other related field. Two (2) years of accounts payable experience may be considered in lieu of the degree in addition to the experience below
	Preferred	Bachelor's degree in Business Administration, Accounting, Finance or another related field
Work Experience	Minimum	3 years' experience in Accounts Payable
	Preferred	Previous leadership and/or supervisory experience
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Proficient in Microsoft Office (Word, Excel, PowerPoint) • Strong customer services skills for internal and external interactions • Strong analytical and problem-solving skills • Collaboration skills • Good prioritization and workload management skills • Good presentation skills for educating internal departments on Accounts Payable functions and requirements • Excellent written and oral communication

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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 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#
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.