



**University
Health**

**Sr. Analyst, Accounts Payable
- CFHP**

Job Class: 002123

Revised: 03/24

ORGANIZATIONAL COMMITMENT

A strong commitment to the University Health mission to improve the good health of the community through high quality compassionate patient care, innovation, education and discovery. Supports the strategic vision and values of the organization. A devotion to patient care, always attentive, kind and helpful without exception and wise in the use of University Health resources. A personal commitment to treat all University Health customers with courtesy, dignity, respect and professionalism and adherence to the University Health Commitment to Service Excellence behaviors and standards.

POSITION SUMMARY/RESPONSIBILITIES

Plans, organizes, and assists the Director of Financial Accounting with the daily operations and activities of the Finance Department. This includes, but is not limited to, processing the weekly Accounts Payable check run, reviewing vendor statements, and assisting in the month-end and year-end closing of Accounts Payable to the general ledger. Also facilitates the resolution of invoice discrepancies by working with Procurement Services, Department Managers / Community First staff, and outside vendors.

FUNCTIONS/BEHAVIORS

1. Assists Director of Financial Accounting in monitoring the activities and deadlines of the department. Communicates compliance problems to Manager for resolution, provides guidance, and leads by example for Accounts Payable Specialists. (E, 10%)
2. Assists team in reviewing statements, invoices and suggests process improvement(s). Acts as a key subject matter expert of the Accounts Payable ERP system to help facilitate system setup and maintenance. (E, 10%)
3. Supports Director of Financial Accounting in the completion of the weekly AP check run to include local print and ACH; submits checks for audit and approval. (E, 10%)
4. Assists in closing the period (month-end and year-end) in the ERP, to include processing: month end reports, manual accruals, reviewing variance request from departments, and resolving related discrepancies when the Director of Financial Accounting is unable to perform function. (E, 10%)
5. Helps the Director of Financial Accounting ensure that all manual checks and void transactions are posted into the ERP system in the proper accounting period. (E, 5%)
6. Assists with the preparation and review of the year-end 1099's and files to the IRS. Assists in the review. (E, 5%)
7. Assists in creating and implementing changes to work assignments, methods or procedures to meet operational needs, improve accuracy and efficiency of the related system with the manager. (E, 5%)
8. Analyzes, resolves and answers complex or difficult problems presented by co-workers and Community First staff, or vendors. Provides leadership with consolidated data to aid in decision making, and issue resolution. To include resolving issues related to RNI, exceptions and incomplete queues, and other open discrepancies and variances. (E, 15%)
9. Prepares statistical reports to leadership to monitor activities, anticipate problems and ensure accurate recording of transactions submitted to financial systems. Analyze and

inform leadership of changes in fluctuations in weekly spend, exceptions, and staff productivity. (E, 10%)

10. Assists in implementing changes to department policy or procedure to ensure integrity of the related systems, making recommendations on best practices. (E, 5%)
11. Concur and ERP software admin. (E, 5%)
12. Special projects and miscellaneous duties as assigned (M, 5%)
13. Prepare month end accrual file. (E, 5%)
14. **Demonstrates competence to perform assigned and general customer assistance responsibilities in a manner that meets the age-specific and developmental needs of customers encountered.**
15. **Appropriately adapts work and customer assistance methods to accommodate the unique physical, psychosocial, cultural, age-specific and other developmental needs of customers.**
16. **Supports University Health System mission, vision and values. Demonstrates established customer service behaviors and standards. Treats all customers with courtesy, dignity, respect and professionalism.**

SUPERVISION

General supervision is received from the Director of Financial Accounting.

EDUCATION/EXPERIENCE

Bachelor's Degree required OR high school graduate or equivalent is required with five years accounts payable experience, with two years accounts payable experience in a hospital environment is required.

EQUIPMENT

The ability to operate a ten (10) key by touch is required. Working experience with Premier is preferred. Must be familiar with Microsoft Office (Excel/Word).

WORKING CONDITIONS

Works in a clean, well-lighted, air conditioned, heated office with frequent interruptions and deadlines. Must possess physical and mental health to meet the demands of the position. Must possess the physical ability to occasionally (up to 30% of the time) walk, stand, bend, stoop and reach below waist level. Must be able to work for extended periods of time at a computer. Must possess manual dexterity needed for repeated keyboard use.

OTHER

Must successfully complete the pre-employment/post job offer health screening examination and the annual screening, each year thereafter, as an employee.

HOW TO APPLY

Community First Health Plans is part of University Health. All job applications are received through University Health Human Resources. Click [here](#) to apply to this job.