

UW HEALTH JOB DESCRIPTION

Budget Analyst

Job Code: 2234	FLSA Status: Exempt	Mgt. Approval: J. Hill	Date: 7-2017
Department : Pharmacy		HR Approval: H. Rinzel	Date: 7-2017

JOB SUMMARY

The Budget Analyst is responsible for overseeing financial management of the department, including coordinating the management of the departmental budget and preparation of department financial, budget variance and productivity information and reports. The incumbent is responsible for coordinating, analyzing, trending and reporting on all productivity and financial information to appropriate personnel. This position is the primary contact for Fiscal Affairs for questions regarding the budget, and productivity and financial reports. The incumbent works directly with all Department Leadership to assess exceptions to budget or discrepancies in productivity that must be assessed. The budget analyst extracts information from the most appropriate data source to complete their responsibilities. Responsibilities include managing activities to assure timely completion of budget, financial and productivity reports. Financial management and accounting skills, computer and database skills as well as excellent verbal and written communication skills are crucial to successful performance. Accounting and computer software skills are required to manage cost and revenue analysis activities, perform department budgeting and design reports. The position requires the ability to independently plan, schedule and organize duties related to the financial management of the department.

The incumbent works directly with managers to gather data and perform financial analysis. The individual must participate actively in and often lead meetings and committees that include discussion about the budget, productivity, benchmarking and related financial reporting.

In addition to the operating budgets and all productivity reporting, this individual oversees the completion of the capital budget. This position monitors any external business contracts with external clients and other consulting contracts. Additionally, this person completes task and leads projects as assigned by the Pharmacy Manager, Supply Chain.

This individual must be detail oriented, extremely accurate, and knowledgeable in accounting software applications and interpreting accounting information. Problems encountered are at a high level of complexity. Independence and flexibility are required in the decision and problem solving areas.

MAJOR RESPONSIBILITIES

A. Budget Preparation and Monitoring

- A.1 Oversee preparation of department budget including personnel budget; operating and capital for all cost centers.
- A.2 Collect, organize, prepare and submit budget variance reports for the department.
- A.3 Direct the coordination and preparation of reports and materials related to the formulation of the department's annual operating and capital budget including implementation and development of ongoing department financial monitoring systems, tracking expenditures and providing detailed explanations of variances.
- A.4 Manage budget spreadsheets and variance reporting systems for department management staff; developing plans for improvement with management team. Includes reporting on financial issues via oral, written and graphical presentations.
- A.5 Primary liaison to fiscal department for department budget issues.
- A.6 Provide feedback to fiscal regarding budget process and budget software.
- A.7 Lead departmental budget meetings and develop work plans for agreed upon changes.
- A.8 Counsels department managers on operating and capital budget preparation and analysis, including training managers on budget software.
- A.9 Manage minor equipment and capital budget process for the department.
- A.10 Identify opportunities and implements changes to increase revenues and lower expenses.
- A.11 Prepares, analyzes, and reviews department operating budgets and financial projections for presentation to management team, as appropriate.
- A.12 Prepares accurate and timely reports and analyses on complex requests

Performance Measures:

- . Budgets are prepared and presented accurately within projected timeframe.

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- . Exception (variance) reports are accurate and timely.
- . Accurate and timely responses to management requests for budget management data.
- . High level of quality customer service when performing budget assignments.
- . Expenses and revenue are within expected limits, or otherwise clearly explained.
- . Approved purchase orders for areas of budgetary responsibility are within budgeted dollar amounts.

B. Financial Coordinator for Department

- B.1 Oversee expenses and revenue vs. budget for all cost centers. Suggest improvement plans as necessary.
- B.2 Prepare invoices and monitor external contracts with outside health systems and businesses, coordinating systems to assure timely and accurate invoice submission and receipt for department external consulting and management contracts.
- B.3 Extract and evaluate data from PeopleSoft and other department databases to prepare financial reports
- B.4 Prepare journal entries for the department general ledger system, for payroll corrections.
- B.5 Initiate and/or assist in the preparation of financial studies regarding projected changes in department revenue or expenditures.

Performance Measures:

- . Contract billing is accurate and timely.
- . Financial reports are accurate and meet expected timelines.
- . Quality of written communications to management staff.

C. Productivity Reporting and Benchmarking

- C.1 Manage all productivity statistic reporting systems for department.
- C.2 Prepare all statistic and workload productivity reports for hospital administration, fiscal affairs and department managers, analyzing data and coordinating performance improvement initiatives across managers as needed
- C.3 Compute and collect data from all department data sources for department managers.
- C.4 Assure accurate updating of department time standards tied to productivity.
- C.5 Coordinate department data reports for Kronos and Action-OI productivity systems and hospital Dashboard report. Primary contact with fiscal and decision support on all benchmarking activities.
- C.6 Primary contact to health systems that are part of department peer group (UHC hospitals) for benchmarking outcomes benchmarking information.
- C.7 Prepare ad hoc reports for department managers as requested.
- C.8 Support department managers with computer analysis, data collection, etc.
- C.9 Counsel department managers on benchmarking software as needed.
- C.10 Compute complex statistical, cost and other financial benchmarking data reported in various internal and external information systems.

Performance Measures:

- . Kronos, Action OI and Dashboard data is accurate and submitted on time.
- . Budget related productivity reports are accurate and submitted on time.
- . Develops new workload report requests in a timely and accurate manner.

D. Purchasing/Asset Management

- D.1 Manage all minor equipment and capital equipment purchases.
- D.2 Coordinate purchase order requisitions for all books, journals, office supplies and monitor expenses.
- D.3 Coordinate other department special order purchases.

Performance Measures:

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- . Annual minor equipment purchases are under budget.
- . Capital purchases are within expected limits per item, and capital budget projections are timely and accurate.

E. Miscellaneous

- E1. Preparation of minutes of budget and benchmarking related meetings coordinating all agreed upon follow-up after the meeting.
- E2. Serve as a liaison to committees, task forces and other groups as assigned. Assist office and management staff as necessary.
- E3. Monitors all external business contracts with external clients including rural hospital pharmacy management contracts, Hospice pharmacy services, Badger Prairie Health Center and other consulting contracts. The incumbent also is the primary contact with other health care systems to obtain pharmacy-benchmarking data for the Action-OI system
- E4. Manages incoming payments for services provided by the Pharmacy Department and Center for Drug Policy.
- E5. Provides financial analysis, profit and workload analysis reports for all retail pharmacy businesses, including preparation and distribution of financial and statistical graphs monthly.
- E6. Coordinates the preparation of new business plans for new/expanded services in conjunction with Director of Pharmacy.
- E7. Maintain and monitor tracking system for pharmacist open and filled positions for all approved position numbers within the department.
- E8. Audit, make necessary changes, and monitor pharmacist Position Hiring Requests and Personnel Appointment Forms to assure that the position is budgeted and/or approved to be filled, the correct individual goes into the correct position, existing/new positions and new appointments or appointment changes are entered correctly in the PeopleSoft system and new position numbers are accurately assigned
- E9. Manage position FTE changes as they affect the department's approved FTE budget.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in business administration, finance, accounting, or other relevant areas
	Preferred	Master's Degree in business administration, finance, or accounting
Work Experience	Minimum	Two years of professional accounting, business administration, finance, accounting experience, or relevant work experience
	Preferred	Direct experience in health care finance and accounting; specifically, pharmacy experience preferred
Licenses & Certifications	Minimum	
	Preferred	Certified Public Accountant (CPA)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent verbal and written English communication skills. • Excellent organizational and time management abilities. • Strong ability to apply the principles and practices of cost accounting, financial analysis, benchmarking, and value analysis. • Effective interpersonal skills, including the ability to effect collaborative alliances, promote teamwork and ensure a high degree of internal and external customer satisfaction. • Ability to work as a team player or autonomously with strong organizational skills, project management skills and attention to detail. • Ability to work with vendors and other departments to keep multiple tasks on track and bring projects successfully to completion. • Strong skills in standard Microsoft Office applications (Excel, Word, Outlook, Access) • Ability to initiate and follow through on complex programs of both short and long term duration. • Highly developed problem-solving skills including the ability to identify and resolve complex problems

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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 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.	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.