



Wingate University Open Position Description Accounting Manager

Position Title: Accounting Manager, Auxiliary Services

Location: Wingate Main Campus and off-campus retail locations

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

Position Summary: The Accounting Manager position provides direct support the business units within Auxiliary Services, is assigned to the Business Office, and reports to the University Controller. This position is responsible for providing high-level support to the University Controller as they manage the University's accounting and financial activities. The duties include producing financial summary statements, forecasting financial health, and correcting inaccuracies of financial records.

Duties and Responsibilities

- Creating financial statements for clients as well as upper management
- Preparing monthly, quarterly, and yearly financial reports
- Assisting managers with budgeting
- Reconciling bank accounts
- Conducting Inventory audits for Auxiliary Business units
- Ensuring all accounting practices are in compliance with legal guidelines and established accounting principles
- Assisting with billing, payment, and tax documentation preparation
- Working with the financial team to create internal controls and policies
- Collaborating with the IT department to maintain financial records and system processes
- Identifying solutions to discrepancies in financial records

Qualifications and Experience

- Undergraduate degree in Accounting is required
- Minimum of 5 – 7 years of full-time related experience is preferred
- Auditing and/or accounting experience is preferred
- Proficiency in current accounting software, MS Office, Google Workspace
- Demonstrated integrity and confidentiality in data management practices

To apply, submit the following to **Human Resources** at careers@wingate.edu:

- (1) Letter of interest (2) Resume (3) Contact information for three (3) references

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.