



Wingate University Payroll Specialist

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,600 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 400 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu.

Position Title: Payroll Specialist, Human Resources

Position Location: Wingate Main Campus

Position Summary: Responsible for managing payroll processing from start-to-finish including but not limited to collecting and verifying employee data, computing wages, analyzing data, and ensuring employees receive accurate and timely payments.

Duties and Responsibilities:

- Process payroll for 800+ employees and 600+ student workers on a bi-weekly and monthly basis.
- Compute wages, deductions, commissions, stipends, benefits, bonuses, etc. to ensure employee information is accurately captured in the HR/payroll system and paid correctly to the employee.
- Update payroll information for transfers, promotions, and terminations and verify new hire information.
- Answer questions and resolve issues regarding payroll and paychecks.
- Ensure compliance with company policies, relevant industry regulations, tax, and deduction laws.
- Prepare payroll reports for management and auditing purposes.
- Process/terminate wage garnishments.
- Verify hourly employee timekeeping data as well as vacation/sick time allocations for all employees.
- Work with Accounting and Finance to ensure payroll and budget/general ledgers are accurate. Run discrepancy reports before and after each payroll run.
- Regular, predictable attendance on campus.
- Alignment with University mission, vision, and strategic roadmap.
- Other job duties/responsibilities as assigned.

Qualifications and Experience:

- 3+ years experience in payroll administration, preferably with 500+ employees.
- Experience with ADP Workforce Now or other payroll system equivalent.
- Working knowledge of payroll-related laws and compliance.
- Proficient in Excel including basic function capability such as vlookup.
- Knowledge of Federal/State (NC) wage and hour laws.
- Ability to maintain complete confidentiality.
- Commitment to actively support and advance DEI initiatives.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at careers@wingate.edu. In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity and inclusion.

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.