



Wingate University Budget and Finance Manager

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: Budget and Finance Manager, Finance

Position Location: Wingate Main Campus

Position Summary: The Budget and Finance Manager will act as a trusted partner to senior leadership, offering data-centered analysis, forecasting and proposals. Leveraging strategic relationships with stakeholders across the organization, they will strengthen and forward the University's financial prospects, managing departmental budgets and identifying new opportunities for income.

Duties and Responsibilities:

- Provide analytical-based advice and guidance to senior leadership using financial data to produce forecasts and projections based on enrollment, real/potential new programs and activities, and other income.
- Identify trends in data and recommend actionable options and decisions based on those trends.
- Review and advise on fiscal impacts of potential/draft philanthropic agreements.
- Implement and manage budget allocation across departments and provide oversight of departmental academic budgets.
- Manage endowment income to ensure proper expenditures, stewardship, and re-investment to protect against inflation.
- Develop procedures in accordance with Generally Accepted Accounting Principles (GAAP) and ensures compliance with University and external policies.
- Liaise with other University fiscal officers including budget directors and managers, Provost and President offices, Human Resources, enrollment management and other units across the campus.
- Serve on and occasionally lead appropriate University campus committees.
- Responsible for Compliance and Reporting Responsibilities for CARES Act/US Department of Treasury guidelines, partnering with financial aid, registrar, and other university departments to meet reporting responsibilities with the authorizing statute, award terms and conditions and other regulatory and statutory requirements.

Qualifications and Experience:

- Bachelor's degree in relevant field.
- 5+ years of progressively responsible experience.
- Effective quantitative, verbal and written communication skills.
- Knowledge of Generally Accepted Accounting Principles, university, state, and federal expenditure rules.
- Skill in effectively aligning resources to impact academic mission to enable and sustain growth
- Outstanding skills in planning, problem solving, analysis, organizational and project management, and customer service.
- Results-oriented with a desire to make impactful change.
- Effective communicator and relationship builder with a diverse group of stakeholders at all levels of the organization.
- Ability to develop and manage complex multi-million-dollar budgets.
- Ability to create systems for efficient workflow and meeting deadlines in a fast-paced environment.
- Commitment to integrity and an ability to maintain confidentiality.
- Ability to use Microsoft Office (Excel, Word, PowerPoint) and learn new software.
- 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.

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. At this time, we are currently seeking candidates with legal authorization to work in the U.S.