



Wingate University Payroll and Benefits Specialist

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,400 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 540 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu.

Position Title: Payroll and Benefits Specialist, Human Resources

Position Location: Wingate Main Campus

Position Summary: The Payroll and Benefits Specialist is responsible for full-cycle payroll processing including managing and analyzing data, computing wages, and ensuring the timeliness and accuracy of all payroll payments. Combining a working knowledge of employee benefit administration with a service-oriented and people-first mindset, this position will collaborate with the Director of Human Resources to support our employees with open enrollment, leaves of absence, and other benefits-related processes.

Duties and Responsibilities:

- Process payroll for more than 800 employees and 600 student workers on bi-weekly and monthly cadences.
- Compute wages, deductions, commissions, stipends, benefits, bonuses, etc. to ensure accurate pay and employee data integrity in HR/payroll system.
- Update payroll and benefit information for transfers, promotions, and terminations and verify new hire information.
- Offer exemplary customer service to employees, answering questions and resolving issues collaboratively with the broader HR team.
- Ensure compliance with company policies, relevant industry regulations, tax, and deduction laws.
- Prepare reports for management and auditing purposes.
- Process/terminate wage garnishments.
- Verify hourly employee timekeeping data as well as vacation/sick time allocations.
- Work with Accounting and Finance to align payroll and budget/general ledgers. Run discrepancy reports before and after each pay cycle.
- 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 and benefits administration, preferably with more than 500 employees.
- Experience with ADP Workforce Now or HR/system equivalent.
- Working knowledge of payroll-related laws and compliance including federal and state (NC) wage and hour laws.
- Proficient in Excel including basic function capability such as VLOOKUP.
- 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.

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. We are currently seeking applicants with authorization to work in the United States.