



Wingate University
Open Position Description
Accounts Payable Specialist, Business Office

Founded in 1896, 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 only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu

Position Title: Accounts Payable Specialist (part-time)

Position Location: Wingate Main Campus

Position Summary: The Payables Specialist is responsible for processing payables in a high-volume environment. This position works cross-functionally with the accounting team to follow internal controls established by governing boards. This position provides exceptional customer support as it relates to the Payables service functions to both the university community and external partners. This is a temporary, part-time position, and the length of time for the position is undetermined. Initially it will be required to work on Wingate University's main campus in Wingate, NC but may have flexibility to work some hours remote and flexibility on hours/days.

Duties and Responsibilities:

- Process accounts payable using accounting software and other programs
- Handle accounts payable for separate entities and vendors
- Analyze workflow processes when necessary
- Establish and maintain relationships with new and existing vendors
- Ensure all payables (including student refunds) are paid in a timely and accurate manner while adhering to departmental procedures
- Compare purchase orders, prices, terms of payment and other charges
- Process transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts
- Other duties as assigned by the Controller

Qualifications and Experience:

- High school diploma required
- BS in Business preferred
- Accounting knowledge preferred
- Previous experience in payables processing preferred
- Ability to exercise discretion and independent judgement in decision making
- Ability to work cooperatively and function efficiently in a team environment

- Ability to multitask and prioritize responsibilities
- Must possess excellent customer service skills, and an ability to serve and support all customers of the University (both internal and external)
- Computer literacy and ability to learn and adapt to University software programs
- Proficiency with Microsoft Office, Google Suite, and specifically database management software preferred

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

- Letter of interest
- Resume
- Contact information for three professional 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.