



Accounts Payable Specialist

Kingswood Oxford School is seeking a full time Accounts Payable Specialist to join the Business Office. This is an in office, 12-month, 7.5 hour per day, non-exempt position.

The Accounts Payable Specialist is responsible for managing the full cycle of accounts payable processes, including purchasing, receiving, and vendor relations, to ensure accurate and timely processing of payments. This role plays a critical part in maintaining financial accuracy and compliance by preparing and filing tax documentation such as 1099s, 1096, and CT 1096 forms, as well as managing the reporting and remittance of unclaimed property to the State of Connecticut. The position also involves reconciling key accounts, supporting financial reporting, and maintaining the general ledger. In addition, the Accounts Payable Specialist coordinates the procurement of office supplies and furniture, facilitates newspaper deliveries for staff, assists with postage chargebacks and journal entries, and collaborates with the Parent Association on financial matters. This role requires cross-training in Financial Edge Accounting Software to support team flexibility and efficiency.

Kingswood Oxford offers a competitive salary range of **\$38,000-42,000**, commensurate with experience, along with a comprehensive benefits package.

Essential Duties and Responsibilities:

- Responsible for all activities in the accounts payable, purchasing and receiving areas.
- Reviews and verifies invoices for accuracy, appropriate approvals, coding, and compliance with purchasing policies.
- Ensures timely payments of vendor invoices and expense vouchers, and maintains accurate records and control reports.
- Maintains accurate vendor records, including W-9 documentation and tax identification information.
- Responds promptly to vendor inquiries and maintains positive relationships with suppliers and service providers.
- Collaborates with faculty, department administrators, and budget managers to ensure proper expense coding and budget compliance.
- Performs daily accounting activities such as maintenance of the general ledger and preparation of various account statements and financial reports.
- Prepares monthly reconciliation of School issued credit card bills and related general ledger accounts.
- Collaborates with Controller and other Business Office staff to create efficiencies, reduce processing time, and strengthen financial controls.
- Prepares and distributes 1099s, 1096(DRS), CT 1096, CT Unclaimed Property Report, and other regulatory reports as necessary.
- Assists with month-end and year-end closing activities, including account reconciliations and accruals.
- Cross-trains in all areas of Financial Edge Accounting Software.
- Purchasing – Order all supplies and furniture - check and distribute - code and process payment
- Responsible for preparing and recording monthly postage charge backs for all departments
- Parent Association – work with officers and parents with account numbers- supplying reports when needed and with payments for events



- Other duties as assigned

Qualifications:

- Strong attention to detail and accuracy work required
- Experience with Blackbaud NFT a plus
- Experience working for a non-profit desirable
- General knowledge of accounts payable and accounting procedures
- Proficiency in Microsoft Excel - Experience with Google Workspace a plus

Education/Experience:

- Associates degree required; Bachelor's degree preferred
- Minimum – 1-year accounts payable, accounting experience required

Please submit a cover letter, resume, and reference to jobopenings@kingswoodoxford.org

Our School

Located in West Hartford, Connecticut, Kingswood Oxford is a coeducational, independent day school for motivated students in grades 6-12. KO actively seeks to attract and welcome a diverse population of students, faculty, and staff, including differences in race, color, religion, nationality or ethnic origin, gender expression, gender identity, and sexual orientation. At KO we believe that a diversity of ideas and perspectives enriches our community and improves our understanding. We continually work to increase equity and access within our learning community and seek candidates who are similarly committed to this work. If you would like to join us in this work, we welcome your application.

Kingswood Oxford School Equal Opportunity Employer and Anti-Discrimination Statement

Kingswood Oxford School provides equal employment opportunity to all individuals without regard to race, color, sex (including pregnancy, childbirth, and related conditions), age, disability, religion, national origin, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, political belief or activity, domestic violence victim status, status as a veteran or any other status protected by law. The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.