



Human Resources Coordinator

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

The Payroll & Benefits Coordinator plays a key role in supporting the institution's HR, benefits, and payroll functions by maintaining confidential personnel records, administering employee benefits, and processing payroll with accuracy and efficiency. This position ensures compliance with federal and state regulations, facilitates effective onboarding and off boarding procedures, coordinates performance review processes, and provides critical reporting for internal and external stakeholders. Through detailed recordkeeping, proactive employee support, and collaboration with benefits providers, the specialist ensures the smooth and compliant operation of all HR-related activities in alignment with organizational goals.

Kingswood Oxford offers a competitive salary range of **\$70,000-80,000**, commensurate with experience, along with a comprehensive benefits package.

Human Resources

- Maintain highest level of confidentiality at all times.
- Maintain individual employee personnel files.
- Make sure new employees complete the pre-employment process, including background check, drug testing and fingerprinting
- Ensure employees complete the onboarding process including training, HRIS registration and benefit selection
- Counsel terminated employees with information regarding COBRA, retirement, any accrued vacation/personal time due, return of school property, etc.
- Notify insurance carriers of COBRA eligible terminations.
- Maintain vacation/sick/personal time balances.
- Maintain records of all "other withheld items" (garnishments to state and federal authorities, United Way and Annual Fund contributions, rental income, etc.) to reconcile to the G/L for fiscal year end.
- Provide wage and benefit information for surveys: NAIS, CAIS
- Ensure employees receive an annual performance review and file in their personnel folder
- Complete employee verification forms (mortgage, credit applications, etc.)
- Compliance Reporting for the Department of Labor, Social Security Administration and OSHA as requested.
- Worker's Compensation – submission of injury reports, annual audit by carrier, update of OSHA summary, maintain individual files.
- Provide information for inquiries from state Unemployment Office as requested. Prepare and participate in hearings if necessary.
- Process payroll and benefit changes as requested by employees or as needed for salary increases and benefit premium changes.
- Maintain list of drivers holding the "A" endorsement, coordinate quarterly random drug testing on site
- Coordinate an employee review system.
- Gather, write and review job descriptions for personnel.
- Maintain job search files for open positions, collect resumes, etc.



- Maintain all Federal and State employment/regulatory postings, updating when necessary.
- Work with the Head of the Upper School and the Head of the Middle School to update faculty salaries annually, and then create annual employment letters for faculty and Camp KO employees
- Prepare employment letters for coaches and Camp KO Employees
- Create lease agreements for tenants moving into the Boulevard Housing properties
- Review, revise and distribute the Employee Manual on an annual basis
- Prepare annual assignment letters for faculty

BENEFITS

- Coordinate with insurance broker the insurance bids for annual renewals. Investigate insurance/benefit options available.
- Prepare and distribute open enrollment information to employees
- Process enrollment contracts for desired benefits for full time and part time employees.
- Enroll new employees in the retirement plan.
- Disseminate up-to-date retirement plan information. Schedule individual employee meetings with the Voya representative on a quarterly basis
- Reconcile monthly insurance carrier bills, including medical, dental, vision and life insurance
- Intervene on an employee's behalf with third party administrators when deemed necessary.
- Coordinate employee leaves under FMLA, STD or CT Paid FMLA

PAYROLL

- Process all bimonthly and monthly payroll changes. Process all time sheets, changes in pay, additional payments, changes in payments and/or deductions. Includes the processing of manual and voided payroll checks.
- Maintain all payroll registers and generate journal entries associated with the payroll for the Chief Financial and Operating Officers review and approval.
- Maintain payroll database and run query and export for specific information as requested by the Chief Financial and Operating Officer
- Review annual w-2s for accuracy and distribution
- Complete annual ACA reporting
- Update all benefit deductions as necessary
- Accrue salaries and benefits for fiscal year end.
- Send out updated budget worksheets to each department for the new fiscal year
- Process payments of Teaching Chairs, summer grants, events and other miscellaneous pay adjustments including stipends and coaching payments
- Prepare information for the retirement plan audit annually
- Provide information to the Controller for the annual 990 tax return

OTHER MISC

- Participate in the Safety Committee meetings annually
- Review the KO Emergency Management Plan annually for changes, and distribute plan with any changes

**Qualifications:**

- Experience with ADP Workforce Now preferred
- Experience with benefits management
- Ability to communicate with all levels of management
- Ability to work independently on projects as assigned

Education/Experience:

- Bachelor's degree
- Minimum – 1-year payroll and/or benefits 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.