

Director of Processing Operations

The Arc Central Chesapeake Region (The Arc) supports people with intellectual and developmental disabilities (I/DD) to live, work, and connect with their community.

Even though we are the largest self-directed services provider in Maryland with over 2000 participant employers enrolled statewide, our Self-Directed Services team is anything but impersonal. The work we do directly supports employers with (I/DD) in experiencing greater self-determination, independence, and choice. Expanding our administrative capacity when it comes to streamlining payroll, accounts payable, and financial reporting processes is essential to helping us live up to our mission. And that matters to us.

As we build the future of self-direction in Maryland, the **Director of Processing Operations** will be a key member of the Self-Directed Services division who manages the accounting operations for all processing areas such as Payroll, Accounts Payable, and Financial Reporting. This position will report to the Chief Financial Officer and work closely with the Chief Program Officer and Vice President of Self-Directed Services to ensure that all processing teams are meeting and exceeding contract requirements. The Director of Processing Operations will be customer service focused and provide ongoing coaching and support to all processing team members. Developing and maintaining systems of internal controls, budgeting for the department, and reviewing processing functions to ensure alignment with best practices and procedures will be essential in this role.

This position requires a bachelor's degree in business administration or a related field and five years of accounting leadership at the accounting manager level. Having an MBA, previous experience with self-direction, and CPA/CMA credentials is a plus. The salary is **\$70,000** annually and the position comes with a competitive benefits package. This is a fully remote position, but the candidate must be able to travel to our Linthicum, Maryland headquarters or other Maryland sites for meetings as needed.

To apply, please visit our careers page at www.thearcCCR.org/careers or send your resume directly to talent@thearcCCR.org.

About The Arc Central Chesapeake Region

The Arc Central Chesapeake Region (The Arc) is a dynamic regional organization providing person-centered supports for people with intellectual and developmental disabilities to live, work, and connect with their communities. We advocate for equity and access for people with intellectual and developmental disabilities to live self-determined lives and foster opportunities towards self-sufficiency. To learn more, visit www.thearcCCR.org.

The Arc highly encourages all employees to become fully vaccinated against COVID-19 and other communicable diseases. All new hires who have a COVID-19 vaccination card are encouraged to submit a copy to our People & Culture department.