

Payroll Coordinator

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

For nearly 20 years The Arc has been providing Fiscal Management Services (FMS) to Marylanders with I/DD who choose to self-direct their lives. Today we support over 1600 participant employers enrolled statewide. The work the Self-Directed Services team does directly supports employers with I/DD to exercise their budget and employer authority. Over the last two years The Arc has seen significant growth in Self-Direction, and we are expanding our administrative capacity in our payroll team to support processing bi-weekly employee payroll, employee status updates, and communicating with employees, employers, and their support teams regarding program requirements as well as internal policies and procedures.

As we build the future of self-direction in Maryland, the **Payroll Coordinator** will facilitate all employee change forms for participant employees, reviewing, approving, and processing all retroactive pay related changes. This role will support other payroll-related special projects and will work closely with the Stakeholder Relations team.

This position will ensure accuracy, compliance, timeliness, and professional correspondence. A tech-savvy professional with a strong customer support skillset, the ideal candidate will work independently and as part of a team to determine priorities and implement necessary actions to meeting reporting and processing deadlines. The coordinator must possess integrity, technical excellence, leadership, and the ability to get things done in an efficient, respectful manner.

This position requires a high school diploma or GED and a minimum of (2) two years of business experience, though experience in payroll, accounts payable, and budgeting is also desired. The wage is \$22.00/hour, and the position comes with ongoing professional development opportunities and a competitive benefits package. This is a remote position, but the candidate must be able to travel to our Severn, Maryland headquarters or other Maryland sites for quarterly 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.