

Self-Directed Services Payroll Manager

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 17 years The Arc has been providing fiscal management services to Marylanders with intellectual and developmental disabilities who choose to self-direct their lives. Today we serve over 2,000 participant employers enrolled statewide and the work we do 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 our Self-Directed Services program and we are expanding our administrative capacity in our Payroll team.

As the **Payroll Manager, Self-Directed Services** you will manage bi-weekly payroll processing for more than 6,000 participating employees, ensuring accuracy and a high level of customer service for all participant employers and employees. This role will support the expansion of the program by championing strategic and transformational changes like the implementation of new technologies and systems.

The Payroll Manager, Self-Directed Services will ensure compliance with all policies and procedures, provide outstanding customer service, technical expertise, and guidance for all payroll processing. This role will complete all monthly reporting and audit documentation and manage and coach payroll team members.

Candidate are required to have a bachelor's in accounting, business, or related field. and a minimum of 5 years' experience managing payroll for 1,500 or more employees, and 3 years of management experience. Certified Public Accountant (CPA) or Certified Payroll Professional (CPP) is a plus. The annual salary is \$85,000 with a generous benefits package.

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.