



PAYROLL ADMINISTRATOR

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

As a result of an internal transfer in the organization, we have an exciting opportunity for a Payroll Administrator. Reporting to the Finance and Accounting Supervisor, this position is responsible for providing financial and accounting services to the Finance Department and across the organization. Duties include processing payroll; assisting with front office administration; registering and providing orientation to new employees regarding payroll and benefits; administering and corresponding with benefit carriers and stakeholders regarding coverage, payments, policies, and employee claims; completing special projects as assigned.

Our ideal candidate will have or be working towards completing Canadian Payroll Certification as well as possess a diploma/degree in Business Administration/Accounting or related field is preferred. You bring a minimum of two years relevant administrative/accounting/payroll experience along with a good understanding of the Municipal Government Act, GAAP and CRA. You are proficient with MS Office products and knowledge of Diamond software would be considered an asset. You have excellent organizational, problem-solving and communication skills and enjoy working with a wide range of people.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, in addition to supporting learning and development opportunities. This full-time, permanent position entails a 37.50-hour work week. To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Friday, July 11, 2025, to competitions@cypress.ab.ca

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*