

Career Opportunity

Corporate Services Department | Permanent Full-Time Position | Monday - Friday | 8:30am - 4:30pm

The Opportunity

Lacombe County is currently seeking a knowledgeable and detail-oriented **Payroll Officer** to join our Corporate Services team. Reporting to the Supervisor of Accounting Services, this key position is responsible for the accurate and timely processing of payroll and benefit services for all County employees - both salary and hourly - as well as elected officials. With an upcoming retirement in our department, we're looking for a candidate who brings strong technical expertise, a sharp eye for detail, and a commitment for delivering exceptional service.

Key Responsibilities

- Administer and process payroll for all salary and hourly employees, as well as Council members, ensuring compliance with employment legislation, County policies, and payroll best practices - with a strong emphasis on accuracy and timeliness.
- Reconcile and prepare annual payroll reporting, including T4s, T4As, and year-end summaries.
- Maintain and update a variety of payroll, pension, and benefits records, journal entries, and spreadsheets, ensuring data accuracy, confidentiality, and compliance with privacy legislation.
- Administer the Local Authorities Pension Plan (LAPP) and the APEX Pension Plan, including monthly and annual reporting, reconciliations and pension adjustments.
- Process documentation for new hires and terminations; prepare and submit records of employment (ROEs), and manage monthly remittances for statutory deductions and benefits.
- Perform data entry related to job costing for all County employees, ensuring accuracy and integrity of information; review and correct error reports as needed.
- Maintain up-to-date benefit and deduction rates, ensuring accurate and timely remittances of all related payments.
- Stay current on all payroll matters, including payroll legislation, employment standards, County policies, pension plans, and benefit programs.
- Develop and maintain strong a working knowledge of payroll software modules, and provide back up support to other payroll functions within the team.
- Communicate clearly with staff to resolve payroll-related inquiries.

Key Qualifications

- Post-secondary certification in Payroll Administration or related post-secondary education and at least three years of relevant payroll administration experience. Certification as a Payroll Compliance Practitioner (PCP) is preferred, certification as a Certified Payroll Manager (CPM) is an asset.
- Strong understanding of payroll legislation, pension plan administration, and benefit processing.
- Proficient in Microsoft Office (Outlook, Excel, Word, SharePoint) and experience with financial/payroll systems.



- Proven ability to manage multiple and completing priorities with accuracy and strong attention to detail.
- Excellent communication and customer service skills to interact effectively with internal stakeholders and external partners.
- Demonstrated ability to work collaboratively and with discretion in a confidential environment.

Why Lacombe County?

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package including:

- A pension for Life! This position participates in the Local Authorities Pension Plan, a defined benefit pension plan, where a monthly pension is paid to you for life upon retirement.
- A comprehensive group health and dental plan *plus* an annual health/wellness spending account.
- Annual vacation that increases with each year of employment *plus* participation in the flex time program.

At the County, employees feel connected. They feel valued and have a sense of belonging. Our open door, collaborative and supportive work environment encourages employees to share ideas and work together as a team. It's a respectful workplace and employees are encouraged to express opinions and ideas. And, it's a flexible workplace so that you can balance the work commitments with your life commitments.

If you are a professional with a solid understanding of payroll processes, has a commitment to public service, and who is passionate to make a positive impact, we invite you to apply and help us build a safe, vibrant, and innovative community.

To express interest, please forward your application no later than 8AM, August 25, 2025 to:
hr@lacombecounty.com.

Applications will be reviewed and scheduled for an interview as they are received.
 This position may be filled before the deadline date.

We thank all applicants for their interest; however, only those invited for an interview will be contacted.

Please note: All applicants must be legally entitled to live and work in Canada.

This competition may remain open longer until a suitable candidate is found.