

### **SGEU Up-in-Range**

The following posting is in accordance with the clauses dealing with "In-Hiring Rate of Pay".

Permanent Full-time

FIN006509 - Supervisor, Client and Financial Services

Ministry: Executive Government>018 Finance

Grade and Job: SGEU.11., POM - SGEU

Salary Range: \$40.375 - \$50.593

Rate Approved: \$41.933 per hour

#### **Key Responsibilities of position:**

Reporting to the Manager, Revenue, Client and Financial Services in the Client Services & Compliance Branch, you will:

- Lead, support, and guide the work of teams responsible for delivering client and financial services for the provincial consumption tax and refund programs including Tier 1 client services for general inquiries, online portal support, and permit and decal issuance;
- Work closely, and on a daily basis, with a team of leaders within the branch to plan and assign work based on case volumes to maintain or exceed client service standards;
- Respond to client inquiries, concerns, and/or complaints regarding the application of refunds, financial adjustments, or service issues and provide technical, financial, and policy support to both internal and external clients and vendors;
- Assist in managing and improving client service and financial procedure processes, including enhancements and testing of the systems that support the work of the branch; and
- Participate and/or lead various projects, often more than one at once.

The successful candidate will be an experienced supervisor who can provide coaching and direction to a team of 10. You will be fair, open-minded, and objective in working with clients and staff to provide technical support and find solutions to their inquiries or tax inquiry requests. Excellent oral communication skills are required for this job. As part of a team, you will also contribute to the production of the scheduled internal and external reporting requirements.

Typically, the knowledge and skills required for this position would be attained through the completion of post-secondary education resulting in a degree or diploma focused on accounting, although candidates demonstrating related education and/or experience may be considered. A professional accounting designation (CPA) would be an asset.

#### **Qualifications of person Appointed:**

- Bachelor's degree in accounting; and
- 12 years of experience working in accounting-related positions.

Submit challenges to [staffing@gov.sk.ca](mailto:staffing@gov.sk.ca)

**Closing Date: February 8, 2026**