



WORKING
TOGETHER FOR
SASKATCHEWAN

Comptroller – Regina

Permanent Full-time: 1 position
Location: Regina, Saskatchewan
Posting: #2024-22 internal/external job posting
Posting Date: December 5, 2024
Closing Date: January 13, 2025, by 5:00 pm
Pay Band 12 (\$42.61 to \$50.17 per hour)

Are you passionate about financial excellence?

Join our team today!

Be a part of a team dedicated to transforming SGEU's financial management practices.

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Regina, SK S4X 2X4
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1.800.667.5221
(f) 306.347.7822

802 Queen St.
Saskatoon, SK S7K 0N1
(p) 306.652.1811
1.800.667.9791
(f) 306.664.7134

435 40th St. E
Prince Albert, SK S6W 0A5
(p) 306.764.5201
1.800.667.9355
(f) 306.763.4763



OUR WORKPLACE

SGEU fosters a collaborative work environment rooted in excellence, providing a range of labour relations services to over 20, 000 members across Saskatchewan. Guided by a culture of teamwork, professionalism, and accountability, we operate on the traditional territories of Treaty 4 (Regina) and Treaty 6 (Saskatoon and Prince Albert) and the homeland of the Métis nation. We are grateful for the opportunity to live and work on these lands and remain committed to advancing truth and reconciliation.

WHAT YOU'LL DO

A senior representative of SGEU's finance team, the Comptroller plays a vital role optimizing and reporting on the financial health of the organization. This role provides strategic financial guidance, oversees aspects of the financial operations, and makes recommendations to contribute to the development and implementation of SGEU's financial strategies aligned to SGEU's vision. Reporting to the Director of Finance, the Comptroller will contribute to the accuracy of our financial reporting, support budgeting and forecasting, and collaborate with cross functional employee team and/or elected members to drive financial efficiency and strategic decision making.

WHO YOU ARE

Candidates will have the following qualifications:

- Bachelor's degree, or an equivalent combination of education and experience in finance, accounting, or related commerce field.
- A recognized accounting credential (i.e. Chartered Accountant or Professional Accounting Designation CPA), is strongly considered as an asset.
- In-depth understanding of financial regulations, accounting principles, and financial management best practices.
- Strong analytical skills, problem-solving, and decision-making skills.
- Strong proficiency in financial software and working in an automated office environment using most features of Microsoft Office 365 such as: Word, Excel, Power point, Outlook and TEAMS.
- Experience in developing budgets and preparing for audits.
- Strong communication and interpersonal skills and ability to translate financial data into actionable insights.
- Integrity and ethical conduct in financial matters.



December 5, 2024

Candidates will be responsible for the following primary duties and have the knowledge, skills, and abilities to complete them:

- Leads budgeting and forecasting processes and ensures accurate and realistic financial plans.
- Monitors and analyzes variances, provides reports and makes recommendations for adjustments.
- Prepares and when called upon, presents financial reports to SGEU stakeholders. Provides insights into financial performance, trends, and opportunities for improvement.
- As the senior in-scope finance employee, this role serves as the lead for SGEU's transactional auditing processes and includes but is not limited to; coordinating, liaising, and guiding SGEU's internal and external financial audits.
- Develops and ensures design and maintenance of best practice accounting functions and ensures appropriate and accurate formulation of accounting systems, statistics, and financial membership information to ensure accurate record keeping and effective reporting.
- Oversees SGEU's cash flow to ensure the organization has adequate liquidity to meet financial obligations. Responsible for recommending and implementing strategies to optimize cash usage.
- Assesses SGEU's financial risks and develops strategies to mitigate them. Responsible for proposing these mitigation strategies to the Director of Finance and/or to the Executive Director.
- Offers assignment recommendations to the Director of Finance based on department needs, skill sets, and work and learning plan goals to ensure that work processes are efficient and effective and that employees have the expertise, support, and equipment to deliver results.
- Provides leadership and teambuilding for the finance department. Identifies learning and development opportunities and ensures finance team are provided appropriate opportunities to continuously develop expertise.

HOURS OF WORK & TRAVEL

This position is based in Regina, Saskatchewan, and is designated as Office Employee and works eight (8) hours per day during SGEU's core hours from 8:00 am-5:00 pm, in a 5/4 work arrangement. The Comptroller may be required to travel throughout Saskatchewan, including some overnight stays.

OUR COMMITMENT TO DIVERSITY

SGEU is committed to the full participation of diversity groups. These groups include all equity groups recognized by the Saskatchewan Human Rights Commission: Indigenous Peoples, Members of Visible Minority Groups, Racialized Groups, Persons with Disabilities and Women in Under-Represented Roles, as well as LGBTQ2s+ persons and Newcomers to Saskatchewan.

OUR BENEFITS

- Competitive salaries
- Earned days off
- Dental and vision care benefits
- Extended health care benefits
- \$500/year, Health Spending Account
- LTD coverage
- Pension plan
(10% employer funded, 8% employee funded)
- Continued education and professional development

HOW TO APPLY

If this role and SGEU sounds like an exciting fit for you, we invite you to apply! Candidates must be eligible to work in Canada. Required work permits or other authorizations which may be required are the sole responsibility of the candidates applying. Candidates are asked to provide a cover letter and résumé detailing specific experience as it relates to this competition to recruitment@sgeu.org

*Only candidates selected for an interview will be contacted.
USW Local 9841 qualified candidates will be given first consideration.*