



## ACCOUNTING RECORDS MANAGER (NOC: 10019)

**Posted by:** Iqbal Foods – Halal Grocery Retail & Wholesale

**Posting date:** 24-Sep-2025      **Closing date:** 23-Mar-2026

**Education:** Bachelor's degree or equivalent experience

**Language:** English

**Job location:** East York

**Salary:** \$45.20 Per Hour

**Years of Experience:** 3 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5420754

### Job description:

## ACCOUNTING RECORDS MANAGER (NOC: 10019)

Posted on September 19, 2025 by Iqbal Foods – Halal Grocery Retail & Wholesale

### COMPANY OVERVIEW

Iqbal Foods is a trusted leader in halal grocery retail and wholesale, serving diverse communities across Ontario with integrity, quality, and cultural sensitivity. Our operations span multiple retail outlets and a robust distribution network, offering a wide range of halal-certified products. We are committed to excellence in service, compliance, and community engagement.

### JOB DETAILS

#### **Location:**

East York, ON M4H 1E5

**Work Location:**

On Site

**Salary:**

\$45.20/hour for 30–40 hours/week

**Terms of Employment:**

Permanent, Full-time

**Start Date:** As soon as possible

**Vacancies:**

One (1) vacancy

**OVERVIEW****Language**

English

**Education**

Bachelor's degree or equivalent experience

**Experience**

3 to less than 5 years in administrative or records management roles

**WORK ARRANGEMENT****On-site only**

Work must be completed at the physical location. There is no option to work remotely.

**Work Setting:**

- Retail/wholesale establishment
- Distribution centre

**RESPONSIBILITIES**

- **Coordinate administrative services** across retail and wholesale operations, ensuring smooth integration of inventory, staffing, and compliance functions within a halal-certified business environment.
- **Evaluate the operations of administrative departments** to identify inefficiencies and implement improvements that support Iqbal Foods' high-volume retail and distribution workflows.
- **Collect and record administrative and service fees** related to vendor contracts, logistics, and regulatory filings, maintaining transparency and accuracy in financial documentation.
- **Plan, organize, direct, control, and evaluate daily operations** to ensure timely delivery of goods, accurate recordkeeping, and adherence to halal business practices.

- **Direct and advise staff** engaged in records management, security, finance, purchasing, and HR, fostering a collaborative and culturally respectful workplace.
  - **Direct and control corporate governance and regulatory compliance procedures**, including halal certification tracking, CRA filings, and LMIA documentation, in alignment with federal and provincial standards.
  - **Prepare reports and briefs for management committees**, summarizing operational performance, compliance status, and strategic recommendations for administrative enhancements.
  - **Organize and maintain inventory** systems across retail and warehouse locations, ensuring stock accuracy, halal integrity, and timely replenishment.
  - **Supervise office and volunteer staff**, providing training, oversight, and support to ensure consistent service delivery and adherence to company values.
- **ACIS certification (Associate of the Institute of Chartered Secretaries and Administrators)** is considered a **strong asset** and will be reflected in paid advertisements. While not mandatory, it is **highly advantageous** for candidates involved in governance and regulatory compliance.

## **EXPERIENCE AND SPECIALIZATION**

### **Computer and technology knowledge**

- QuickBooks
- Enterprise resource planning (ERP) software

## **ADDITIONAL INFORMATION**

### **Security & Safety**

- Bondable

### **Work Conditions**

- Fast-paced environment
- Tight deadlines
- Attention to detail
- Large workload
- On-site only (no remote work option)

### **Personal Suitability**

Candidates must demonstrate traits that align with Iqbal Foods' commitment to operational excellence, multicultural service, and ethical governance:

- **Accurate** – Maintains precision in financial records, inventory logs, and compliance documentation
- **Efficient interpersonal skills** – Communicates effectively across diverse teams and cultural backgrounds
- **Excellent oral communication** – Articulates procedures and policies clearly to staff, vendors, and regulators
- **Excellent written communication** – Prepares professional reports, memos, and regulatory

submissions

- **Flexibility** – Adapts to shifting priorities in a dynamic retail and distribution environment
- **Judgement** – Exercises sound decision-making in governance, finance, and HR matters
- **Organized** – Manages multiple administrative streams with clarity and structure
- **Team player** – Collaborates across departments to ensure smooth operations
- **Values and ethics** – Upholds halal business principles and regulatory integrity
- **Time management** – Prioritizes tasks to meet tight deadlines and submission schedules
- **Initiative** – Proactively identifies improvements and resolves operational challenges

### **EMPLOYMENT GROUPS**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

- Support for newcomers and refugees

### **WHO CAN APPLY FOR THIS JOB?**

**The employer accepts applications from:**

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

### **HOW TO APPLY**

**Email:** [hriqbalhalalfoods@outlook.com](mailto:hriqbalhalalfoods@outlook.com)

**Include:**

- Cover letter
- References attesting experience
- Copy of latest school transcript

### **ADVERTISED UNTIL**

This ad will remain active until the position is filled.

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [hriqbalhalalfoods@outlook.com](mailto:hriqbalhalalfoods@outlook.com)**

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