



# ACCOUNTING RECORDS MANAGER (NOC: 10019)

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

**Posting Date : 24-Sep-2025**

**Closing Date : 23-Mar-2026**

**Location : East York**

**Salary : \$45.20 Per Hour**

## Job Requirements

- **Education:** Bachelor's degree or equivalent experience
- **Language:** English
- **Years of Experience:** 3 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3875695

## Job Description:

### ACCOUNTING RECORDS MANAGER (NOC: 10019)

Posted on September 19, 205 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

**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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