

ACCOUNTING RECORDS MANAGER (NOC: 100

Posted By: Iqbal Foods – Halal Grocery Retail & Wholesale

Location: East York

Salary: \$45.20 Per Hour

JOB ID: RJ3043107

Posting Date: 24-Sep-2025

Expiry date: 23-Mar-2026

Education: Bachelor's degree or equivalent experience

Language: English

Vacancies: 1

Years of Experience: 3 years

Job Type: Full Time

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 SPECIALIZATIONComputer 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: hrigbalhalalfoods@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 refrence letter from your previous employer to the following email: hriqbalhalalfoods@outlook.com

Posted on refugeejobportal.com