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# ASSISTANT ACCOUNTING MANAGER (NOC: 10010)

**Posted by:** Iqbal Foods Parkway

**Location:** North York

**Salary:** \$58 Per Hour

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## Job Details

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**Job ID**

NCJ3137951

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**Posting Date :** 12-Jun-2025

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**Expiry Date :** 09-Dec-2025

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

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

### ASSISTANT ACCOUNTING MANAGER (NOC: 10010)

Posted by Iqbal Foods Parkway on June 10, 2025

## **JOB DETAILS**

### **Location**

North York, ON

M2J 1L8

### **Salary**

\$58.00 hourly / 30 hours per Week

## **TERMS OF EMPLOYMENT**

### **Permanent employment**

Full time

### **Start date**

Starts as soon as possible

### **Vacancies**

1 vacancy

## **OVERVIEW**

### **Languages**

English

### **Education**

Bachelor's degree or equivalent experience

### **Experience**

1 year to less than 2 years

### **On site**

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

### **Work setting**

## **RESPONSIBILITIES**

### **Tasks**

- Coordinate the organization's financial operations and budget activities in order to optimize financial performance
- Direct staff
- Evaluate daily operations
- Identifying and investigating compliance issues
- Motivate staff
- Plan and control budget and expenditures
- Plan and organize daily operations
- Review budgets and financial reports for specific projects
- Train staff
- Establish and implement policies and procedures
- Monitor financial control systems
- Manage contracts
- Oversee the collection and analysis of financial data
- Oversee the preparation of reports
- Advise senior management
- Leading/instructing groups
- Provide customer service

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Oversee payroll administration
- Conduct performance reviews

### **Supervision**

- 3-4 people

## **EXPERIENCE AND SPECIALIZATION**

### **Computer and technology knowledge**

- MS Excel
- MS Office
- MS Outlook
- MS Word
- Quickbooks
- Accounting software

### **Area of specialization**

- Accounting

## **ADDITIONAL INFORMATION**

### **Work conditions and physical capabilities**

- Fast-paced environment
- Work under pressure

- Tight deadlines
- Attention to detail
- Large caseload
- Large workload
- Overtime required

### **Personal suitability**

- Accurate
- Dependability
- Excellent oral communication
- Efficient interpersonal skills
- Organized
- Team player
- Values and ethics
- Flexibility
- Adaptability

### **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 TO 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**

### **Direct Apply**

By Direct Apply

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### **By email**

iqbalfoods-parkwayforest@post.com

### **How-to-apply instructions**

Here is what you must include in your application:

- Cover letter

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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: [iqbalfoods-parkwayforest@post.com](mailto:iqbalfoods-parkwayforest@post.com)

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