



<https://www.arrkgroup.com/job/senior-accounts-executive/>

## Senior Accounts Executive

### Description

B.Com., 6-8 Years of Experience Inter-CA/ICWA – with 3 year experience in Company set up. Experience Must in Ecommerce Collections and Reconciliations, Digital Ad and Commissions Revenue recognitions. Expert knowledge of Excel, Sage and Analytical tools Very strong communication with UK team members.

**Experience:** 6 to 8 years

**Job Location:** Mahape, Navi Mumbai

**Job Mode:** Ready to work in UK shift timing as well work from office (at least 3 days a week).

### Essential Technical Skills:

- Knowledge of Sage
- Digital Marketing billing and revenue accounting.
- Digital Marketing commissions and collections.
- Online retails, recording and collections.
- Online transactions support, refunds.
- Online transactions settlement with suppliers.
- Payment gateway reconciliations.
- Import and export of data between online trading platforms and accounting systems.
- Bank retail collections reconciliations.

### Essential Non – Technical Skills:

- Working on Accounts BPO Set up.
- Working on UK Shift timing.
- Language (Independent UK team interactions).

### Nice to Have Technical Skills (Highly Desirable):

- Experience of data bases.
- Ability to perform data mapping in Excel.
- Integration of excel with Accounting package through import and export.
- Mail merge and other volume transactions handling.
- Experience in AI and Analytical tools.
- Advanced Excel knowledge.

### Domain:

- Accounting for online and retail transactions and settlement

### Preferred Qualifications:

- B.Com Or Inter CA Or M.Com

### Hiring organization

Arrk Limited

### Employment Type

Full-time

### Date posted

31/12/2025

## **Contacts**

**Share your resume with [tanaya.ganguli@arrkgroup.com](mailto:tanaya.ganguli@arrkgroup.com).**