



<https://legacy.arkgroup.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

11/03/2026

Contacts

Share your resume with tanaya.ganguli@arrkgroup.com.