

# Accounts Executive Jobs in Delhi (Kapashera) – Accounts Payable & Receivable Roles in Retail Industry – Apply Now to Boost Your Finance Career:

84, Kapashera, Bijwasan Road,  
hr.jobrath@gmail.com  
Phone : 9999653819  
Web :



## Job Summary

---

Vacancy : 3  
Deadline : Jul 25, 2025  
Published : Jun 26, 2025  
Employment Status : Full Time  
Experience : 1 - 3 Years  
Salary : ₹3 – ₹4.5 LPA based on experience and skills  
Gender : Any  
Career Level : Mid Level  
Qualification : Bachelor's Degree in Commerce (B.Com or equivalent)

## Job Description

---

Are you looking for stable and rewarding Accounts Executive Jobs in Delhi and Delhi NCR? If you have strong skills in Accounts Receivable, Accounts Payable, and Bank Reconciliation, and are ready to build your career in the retail industry, this is the perfect opportunity for you.

RossoBrunello and Da Milano, two of India's leading premium retail brands, are hiring for the position of Finance Executive at their Delhi (Kapashera) office. This role offers a fantastic opportunity to apply your accounting knowledge, sharpen your Excel skills, and grow with reputed names in the luxury retail sector.

If you have 1 to 5 years of relevant experience, advanced Excel proficiency, and a solid understanding of retail finance operations, this is your chance to join a well-established organization with global recognition.

## About the Companies:

**Da Milano - Da Milano** is a premium luxury brand, bringing the elegance of Italian craftsmanship to India. Known for its exquisite leather handbags, wallets, belts, and travel accessories, Da Milano is synonymous with style, quality, and timeless fashion. With decades of experience, the brand has earned the trust of discerning customers seeking luxury products with exceptional durability and design.

**RossoBrunello - RossoBrunello**, part of the Da Milano family, is a premium footwear and accessories brand known for its contemporary designs, international appeal, and impeccable quality. With a strong retail presence and focus on innovation, RossoBrunello is redefining the fashion experience for modern customers. Both brands offer a professional, growth-oriented work environment, where employees are valued for their expertise, dedication, and contributions.

## Role Overview – Finance Executive

As a **Finance Executive**, you will be responsible for handling the end-to-end processes for **Accounts Payable, Accounts Receivable, Bank Reconciliation**, and ensuring accurate financial records. You will play a key role in supporting the finance department's daily operations and maintaining compliance with financial principles.

This position is ideal for individuals with a strong accounting foundation, attention to detail, and excellent command of MS Excel.

## Key Responsibilities

- Manage **Accounts Receivable**, including:
  - Generating and processing customer invoices.
  - Recording payments and receipts.
  - Following up on outstanding amounts.
  - Reconciling customer accounts.
- Oversee **Accounts Payable** functions:
  - Processing vendor invoices.
  - Scheduling and processing vendor payments.
  - Maintaining accurate records of payables.
  - Coordinating with vendors for account queries.
- Perform **Bank Reconciliations** to ensure:
  - Accurate matching of bank statements with financial records.
  - Timely identification and resolution of discrepancies.
  - Maintenance of updated cash and bank balances.
- Utilize **Advanced Excel Skills** for:
  - Data analysis and reporting.
  - Preparing financial reports, MIS, and summaries.
  - Supporting month-end and year-end closing processes.
- Ensure compliance with:
  - Standard accounting practices.
  - Retail finance principles.
  - Internal financial policies and controls.

## Candidate Requirements

### Mandatory Qualifications:

- ☑ Bachelor's Degree in Commerce (**B.Com** or equivalent).
- ☑ **1 to 5 years** of relevant experience in Finance or Accounts.
- ☑ Proficiency in **Advanced Excel**, including formulas, pivot tables, and data analysis.
- ☑ Working knowledge of **Tally** or other accounting software.
- ☑ Experience in handling **Accounts Receivable** and **Accounts Payable**.
- ☑ Experience with **Bank Reconciliations**.
- ☑ Strong understanding of retail finance processes.
- ☑ High attention to detail and accuracy.
- ☑ Good communication skills to interact with vendors, customers, and internal teams.

### Preferred (Not Mandatory):

- ☑ Prior experience in the **retail, fashion, or luxury** industry.
- ☑ Exposure to large-scale, multi-location finance operations.
- ☑ Experience working with ERP systems.

## What We Offer

- ☑ Competitive salary package between **₹3 – ₹4.5 LPA** based on experience and skills.
- ☑ Stable, full-time permanent role in reputed luxury retail brands.
- ☑ Opportunity to work with experienced professionals in a structured finance team.
- ☑ A positive, collaborative work environment focused on growth and learning.
- ☑ Career development opportunities in the expanding retail and fashion sector.
- ☑ Exposure to finance operations of leading premium brands.
- ☑ Convenient office location in **Kapashera, Delhi**, easily accessible from major parts of Delhi NCR.

### Why This Role is Ideal for You

If you are looking for:

- ☑ A stable finance role in a reputed organization.
- ☑ Exposure to the fast-growing retail and fashion industry.
- ☑ Practical experience in accounts receivable, payable, and reconciliation.
- ☑ The opportunity to apply and grow your Excel and accounting skills.
- ☑ A professional work culture with learning and career growth potential.

**This is the right opportunity for you!**

## How to Apply

If you're ready to take the next step in your finance career, apply today!

**Send your updated resume to:**

☑ [hr.jobrath@gmail.com](mailto:hr.jobrath@gmail.com)

**Subject Line:** Finance Executive – Kapashera Shortlisted candidates will be contacted for interviews.

**Education & Experience**

---

**Must Have**

---

**Educational Requirements**

---

Bachelor's Degree in Commerce (B.Com or equivalent)

**Compensation & Other Benefits**

---

PF, medical coverage, and transportation