

# Example of AP Associate Job Description

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Our innovative and growing company is hiring for an AP associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for AP associate

- Update seal part prices in EBIC JDE
- Calculate price of requested standard model string or spare parts for quotes and order manually
- Calculate price for requested specials and / or multi-option model strings for quotes and order manually
- Calculates price for T-Well items (D01, D08, D15, D31, D33) based on GLP/GTC set-up process
- Coordinates with SMMC IT to provide new (FY transition) or revised FY List factor for update in AP JDE
- Implements price change by setting up or updating prices for Buyout items in Oracle RMT corporate pricelist
- Identifies and resolves price related issues with customers and manufacturing sites
- Monitors GPG mailbox, identifies request type and assigns requests from CRM
- Creates, monitors, prioritizes and updates CRM requests
- Generates CRM pricing report

## Qualifications for AP associate

- 3-4 years of previous experience on similar position
- Experience in a shared service or plant operations environment is preferred
- Updates work instructions for updated or new processes

- Analyze and troubleshoot models in Oracle for Tableau (former Vendavo) to obtain USD prices for latest FY (minor)
- Upload corrected USD price in FTP site for Tableau (formerly Vendavo)