



## JOB DESCRIPTION

---

***Date: July 15, 2025***

***Job Title: Accounts Payable Clerk***

***FLSA: No-Exempt, Part Time***

***Reports to: EVP of Finance***

***Department: Accounting***

***Location: Eugene, Oregon***

Do you have a heart for service and a desire to contribute to a ministry-minded team that's making an eternal impact through Christian publishing? Harvest House Publishers, a leading conservative Christian publishing company based in Eugene, Oregon, is seeking a dependable and detail-oriented part-time Accounts Payable Clerk to support our mission. This role plays a key part in maintaining the financial integrity of our operations, helping ensure we can continue to produce biblically grounded resources that proclaim the truth of God's Word.

The ideal candidate will thrive in a fast-moving, collaborative environment, demonstrate an ability to manage multiple projects while meeting tight deadlines, and embody the traits of the ideal team player: humble, hungry, and smart.

### ***Company Overview***

Harvest House Publishers is a leading Christian publisher dedicated to glorifying God by providing high-quality books and products that affirm biblical values, help people grow spiritually strong, and proclaim Jesus Christ as the answer to every human need. We are known for our commitment to conservative theology, orthodox Christianity, and a biblical worldview.

### ***Job Summary***

This position provides critical support to the accounting department by handling week-to-week accounts payable tasks with accuracy and professionalism in order to keep operations running smoothly. The Accounts Payable Clerk plays a key role in maintaining financial records and ensuring timely payments. This is an excellent opportunity for someone who thrives in a structured environment and values working with purpose.

### ***Essential Job Functions***

- ◆ Pays Harvest House's invoices in a timely and organized manner according to the department's best practices policies and vendor payment terms.

- ◆ Coordinates the company credit card program, including timely payment of balances, collection and tracking of receipts, entry into accounting software, and monthly reconciliation of statements.
- ◆ Helps verify incoming products against purchase orders, resolving discrepancies as needed in collaboration with relevant departments.
- ◆ Assists in receiving incoming products into accounting software and applies cost accounting procedures to accurately update company inventory.
- ◆ Accurately enter and maintain purchase order information in the accounting system, ensuring alignment between orders, receipts, and invoices.
- ◆ Reconciles and pays monthly FedEx statements to accurately track the company's shipping costs.
- ◆ Monitors accounts payable inbox responding to vendor and internal inquiries in a professional and timely manner.
- ◆ Maintain organized records of payments, purchase orders, and vendor communications for audit readiness and internal reference.
- ◆ Support month-end and year-end closing procedures as directed by the accounting team.
- ◆ Performs other duties as assigned.

### ***Required Knowledge, Skills, and Abilities***

#### *Organizational/Administrative Skills*

Demonstrated ability to prioritize tasks, manage multiple responsibilities, and maintain accurate and complete financial records.

#### *Attention to Detail*

Strong focus on accuracy and data integrity when completing tasks and processing financial information.

#### *Communication and Professionalism*

Effective verbal and written communication skills for working with internal teams and external vendors. Ability to collaborate professionally with Harvest House staff on financial inquiries and represent the company well when corresponding with vendor partners regarding accounts payable matters.

#### *Technological Proficiency*

Proficient in Microsoft Office applications including Excel, Word, and Outlook. Experience with accounting software required; familiarity with Microsoft Dynamics GP is a plus.

#### *Knowledge of Accounts Payable Procedures*

Understanding of the full accounts payable cycle, including invoice coding, 3-way matching, and payment processing.

#### *Time Management and Reliability*

Consistently meets deadlines in a high-volume environment while maintaining accuracy and thoroughness.

#### *Confidentiality and Ethical Standards*

Demonstrates discretion in handling sensitive financial information and a strong commitment to ethical financial practices.

#### *Teamwork and Flexibility*

Willingness to assist team members with special projects or peak workloads and adapt to changing priorities.

## ***Qualifications***

- One to three years of accounts payable or general accounting experience.
- A high school diploma or graduation equivalence diploma (GED) is required. An associate's degree, bachelor's degree, or coursework in accounting, finance, or business administration preferred.

## **Job Location:**

This position is in Eugene, Oregon. Work will be in-office.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Employer is free to deviate from this job description at any time, with or without notice.

---

DEPARTMENT APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

HUMAN RESOURCES APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE ACKNOWLEDGMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

---