



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
 Fax: (907) 344-2844 • www.anchsand.com

JOB DESCRIPTION			
JOB TITLE:	Staff Accountant	SUPERVISORY STATUS:	Non-Supervisor
DEPARTMENT:	Accounting	FLSA STATUS:	Non-Exempt
REPORTS TO:	Controller	JOB TYPE CODE:	801900
DATE:	May 22, 2018	CLASSIFICATION:	Full Time

GENERAL SUMMARY

Provide assistance in maintaining adequate and proper ledger accounts of all assets, liabilities, and transactions of the company and ensure reconciliations are performed on a regular basis. Provide accounting support in the work activities of the accounting department. Prepare monthly billings. Assist with data requests, various financial filings, etc. Process accounts payable.

Interact with VP Controller, Assistant Controller, all managers, supervisors, sales personnel, and department heads.

MINIMUM REQUIREMENTS (minimum educational, experience, or other relevant job requirements)

- Must have a 4-year accounting degree.
- Must have knowledge and previous experience in the following areas:
 - a. General ledger accounting and auditing.
 - b. Financial reporting.
 - c. Computerized accounting systems.
- Must have the necessary interpersonal skills to represent the company in a professional and courteous manner in the presence of external contacts.
- Good analytical and financial skills.
- High ethical and moral standards.
- Must be proficient in personal computer application. (MS Office, etc.).

PREFERRED REQUIREMENTS (preferred requirements i.e. certifications, software use, etc.)

1. Experience in a construction industry setting.

DUTIES AND/OR RESPONSIBILITIES (summary of components that make up the job)

An asterisk (*) indicates essential job functions that cannot be modified in order to fulfill the job requirements.

- Applies principles of accounting to analyze financial information and prepares financial reports.
- *Prepare and process accounting transactions including data entry and journal entries as directed.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Analyzes financial information detailing assets, liabilities and capital and prepares balance sheet, profit and loss statement and other reports to summarize current and projected company financial position using calculator or computer.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- May establish, modify, document and coordinate implementation of accounting and accounting control procedures.



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
 Fax: (907) 344-2844 • www.anchsand.com

- Prepare monthly intercompany billing transactions and statements.
- Provide accounting assistance to accounting department staff to support accounting functions.
- * Always work safely and take action to prevent any and all unsafe actions, processes, and behaviors.
- *Must maintain confidentiality of financial data.
- *Must maintain the highest level of moral and ethical standards at all times.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES (types and extent of knowledge, skills or abilities an incumbent must possess to complete the job responsibilities satisfactorily)

- Proficient computer skills using spreadsheet and accounting software.

PHYSICAL DEMANDS (The following chart indicates the type, amount and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and the following identifies the normal amount of time performing the task.)

Frequency Options:
O = Occasionally 1%-33% **F** = Frequently 34%-66% **C** = Continuously 67%-100% **N/A**=Not Applicable

LIFTING Raising an object from one level to another					CARRYING Transporting an object, usually holding in hands, arms or on the shoulder				
<1 lb	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs	<1 lbs	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs
F	F	F	F	F	F	F	F	F	F

STRENGTH REQUIREMENTS – MAXIMUM SAFE LEVEL OF PERFORMANCE	Very Heavy >100 lbs	Heavy 100-51 lbs	Medium 50-21 lbs	Light 20-11 lbs	Sedentary 10-0 lbs
FLOOR TO WAIST —raising an object from floor to waist height (include upward pulling)				O	
WAIST TO EYE LEVEL —raising an object from waist to eye level height (include upward pulling)				O	
BILATERAL CARRYING —transporting an object, usually holding in hands or arms in front of body				O	
UNILATERAL CARRYING —transporting an object, usually holding in hands or arms on side of body				O	
PUSHING —exerting force upon an object so that the object moves away from the force				O	
PULLING —exerting force upon an object so that object moves toward the force (include jerking)				O	



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
 Fax: (907) 344-2844 • www.anchsand.com

Frequency (O, F, C, N/A)	PHYSICAL & ENVIRONMENTAL REQUIREMENTS	ADDITIONAL DETAILS
O	ARMS OVER HEAD – raising arms above head to lift or reach objects	
F	SITTING – remaining in a seated position	
O	ATMOSPHERIC CONDITIONS – exposure to such conditions as fumes, noxious odors, dusts, mists, gases and poor ventilation that may otherwise affect the eyes, skin or respiratory	
O	BALANCING – maintaining body equilibrium when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces	
F	BENT WRISTS – bending wrists in any direction to perform tasks	
O	CLIMBING – ascending or descending ladders, stairs, ramps, scaffolding, poles and the like, using feet & legs and/or hands and arms. Bodily agility is emphasized.	
N/A	CRAWLING – moving about on hands and knees or hands and feet	
O	CROUCHING: bending the body downward and forward by bending leg and spine	
O	EXTREME TEMPERATURES – exposure to cold or hot temperatures	
O	FEELING – perceiving attributes of objects such as size, shape, temperature or texture, by touching with skin, particularly that of fingertips	
C	FINGERING – picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling	
O	HANDLING – seizing, holding, grasping, turning or otherwise working with hand(s). Fingers involved only to extent that they are an extension of the hand	
F	HEAD MOVEMENT/ROTATION – moving head in any direction (up, down, side to side), requiring full use of neck and upper back muscles	
C	HEARING: Perceiving the nature of sounds with no less than a 40 db loss @ 500 Hz, 1,000 H and 2,000 HZ with or without correction. Ability to receive detailed info through oral communication and detect small differences in sounds, such as when making fine adjustments to machined parts	
O	HIGH, EXPOSED PLACES – exposure to falling	
O	KNEELING – bending legs at knees to come to rest on knee or knees	
O	NOISE LEVEL INTENSITY –Very Quiet (isolation booth), Quiet (library, private office), Moderate (business office), Loud (heavy equip operation), Very Loud (jack hammer operation)	Varies based on setting
O	PROXIMITY TO MOVING PARTS – exposure to moving parts of equipment, tools or machinery.	
O	REACHING – ARM/ELBOW MOVEMENTS – extending hand(s) and arm(s) in any direction including bending at the elbow	
O	SQUATTING – bending legs at knees to come to rest thighs on calves	
O	STANDING – remaining on feet in an upright position without moving about	
O	STOOPING – Bending body downward and forward by bending spine at the waist. Important if occurs to a considerable degree and requires full use of lower extremities and back muscles.	
O	TOXIC, CAUSTIC CHEMICAL – exposure to toxic or caustic chemicals	
F	TRUNK ROTATION – STANDING OR SITTING – rotating torso	
O	WALKING - UNEVEN – moving body on foot on uneven surface (ground)	
O	WEATHER CONDITIONS – exposure to outside atmospheric conditions	



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
 Fax: (907) 344-2844 • www.anchsand.com

O	WET/HUMID – contact with water or other liquids or exposure to humid conditions	
O	VIBRATION – exposure to shaking object or surface	
C	VISION – Visual acuity, color vision, depth perception visual perception of detail at distances close to the eyes; data and figures, computer terminal; visual inspection involving small defects, small parts, operation/repair of machines; visual perception involving distances at or within arm's reach (mechanics, machine operations); Visual perception involving extended distances (such as required by equipment operators)	

MENTAL DEMANDS

The following charts indicate the type of mental demands typically required to perform the essential functions of the job.)

APPLICABLE	MENTAL REQUIREMENT	ADDITIONAL DETAILS
X	Communication Skills: Written and Verbal	
X	Handling Conflict	
X	Handling Multiple Priorities	
X	Make non-routine or unexpected judgments	
X	Math Skills: Basic or advanced	Basic
X	Operate in absence of clear expectations or procedures	
X	Operate under short time frames/deadlines	
X	Public Contact	
X	Reading Skills: Basic or technical	Technical
X	Reasoning: Applying or developing procedure	
X	Other	Occasional complex analytical financial detail work

NOTICE: Because of the nature of work at Anchorage Sand & Gravel, the person in this position may be expected to work any shift and at various locations based on company needs and the duties of the position may change at any time and may not be identified in this job description. The content of the job description is intended to describe the general nature and level of work being performed by employees assigned to this classification. It is not intended to be construed as a contract or an all-inclusive list of all responsibilities, duties, and/or skills and abilities required of all personnel so classified.

BENEFITS

- Paid holidays and overtime.
- Paid vacation time and sick leave.
- Medical/ Dental/ Vision insurance.
- Disability and Life insurance.
- 401(k) Plan.
- Bonus Plan & Profit Sharing Plan (dependent on hours worked).
- Health Savings Account (HSA).



AS&G is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other legally protected status.
AS&G is a drug free work place; passing a drug and alcohol test will be required prior to employment.
Random drug testing during employment.

Please send cover letter and resume to:

Anchorage Sand & Gravel Co., Inc.

Attn. Coaly Huckins, Controller
1040 O'Malley Road
Anchorage, AK 99515

Fax: (907) 344-2844
Email : Coaly.Huckins@anchsand.com
Online: www.anchsand.com

Job Description Acknowledgement – Staff Accountant

I have reviewed the job description and I understand all my job duties and responsibilities. I am able to perform the essential functions that include physical & environmental requirements as outlined in the above job description. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description, that I am asked to perform, I should discuss them with my immediate supervisor or the Human Resource Manager.

Employee's Signature

Date

Employee's Name (please print)

Human Resource/ Manager

Date