



JOB DESCRIPTION			
<b>JOB TITLE:</b>	<b>Controller</b>	<b>SUPERVISORY STATUS:</b>	Supervisor
<b>DEPARTMENT:</b>	Accounting	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	President	<b>JOB TYPE CODE:</b>	850100
<b>DATE:</b>	November 8, 2018	<b>CLASSIFICATION:</b>	Full Time

**GENERAL SUMMARY**

Responsible for directing the financial activities, including maintaining adequate and proper ledger accounts of all assets, liabilities and transactions of the company. Manages the development and administration of the company's financial operating plan and five-year forecasts. Prepares and reports financial results that conform to generally accepted accounting principles. Reports financial results to all external and internal users. Supervises daily activities of accounting and payroll departments. Evaluates and performs financial analysis of various business ventures, alliances and strategies necessary for future growth. Interacts with executives, managers, supervisors, sales personnel and department heads.

**EDUCATION/ EXPERIENCE REQUIREMENTS**

- Bachelor's degree in accounting or finance.
- Seven years of related experience in accounting management/finance.
- Must have extensive knowledge and sufficient previous experience in the following areas;
  - a. general ledger accounting and auditing;
  - b. financial forecasting and budgeting;
  - c. financial reporting;
  - d. corporate income tax;
  - e. computerized accounting systems;
  - f. cash management;
  - g. employee relations, including performance evaluations and communication skills,
  - h. commercial credit, liens, judicial and non-judicial means of debt recovery and real estate law.
- Strong analytical and financial skills.
- Leadership skills and the ability to manage, lead, motivate and mentor employees.
- Must have the necessary interpersonal skills to represent the company in a professional and courteous manner in the presence of external contacts.
- Must have previous management experience.
- High ethical and moral standards.
- Excellent verbal, written and presentation skills.

**PREFERRED REQUIREMENTS**

- CPA certificate preferred.
- Seven years accounting 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.

- \*Directs the accounting and financial activities of the company. Directs the preparation of journal entries and other accounting transactions affecting general ledger accounts. Ensures G/L accounts are maintained, and account balances are reconciled. Ensures compliance with SOX, SEC and GAAP.
- \*Directs the preparation of monthly financial statements. Interprets financial results for executive, management and operations personnel and assists with analytical reviews.
- \*Directs the financial planning and capital budgeting processes for the company. Prepares or directs the preparation of return on invested capital.
- \*Assists fleet managers and operations personnel with various equipment and PP&E analysis and reporting requirements. Determines depreciable lives and rates.
- \*Directs processes to ensure accounting controls are adequate for the protection of assets and the reliability of financial and management information reporting.
- \*Actively participates in company-wide controller group to establish standard procedures and practices where applicable.
- \* Always works safely and takes action to prevent any and all unsafe actions, processes, and behaviors.
- \*Must maintain confidentiality to the highest degree and have excellent analytical abilities, team building skills.
- \*Must maintain the highest level of moral and ethical standards at all times.
- Manages the accounting department, including staffing needs and career development.
- Provides assistance and analysis on special projects, due diligence, benefit plan analysis or other financial activities, as needed.
- Arranges audits with internal and/or independent external auditors.
- Prepares and maintains accounting procedures and policies conforming with corporate standards.
- Some travel may be required.
- Perform other duties as assigned.

**SPECIFIC RESPONSIBILITIES**

- Maintains general ledger and prepares reports. Prepare, supervise and/or review all journal entries and accounting transactions affecting general ledger accounts; audit the account balances and prepare monthly financial statements. Provides daily supervision of administrative staff.
- Maintains accounting records. Maintains adequate accounting records of all assets, liabilities, and transactions of the company and assures that adequate accounting records are being maintained.
- Prepares reports. Prepares and interprets financial statements, cost data, and management reports of the company. Assists executives and managers in appraising their activities in terms of financial results. Prepares other external reports to government agencies and third parties as required.
- Maintains adequate internal accounting controls. Ensures that accounting controls are adequate to assure the protection of assets and the reliability of financial and management information reporting for the Company.



- Prepares financial forecasts. Directs the preparation of all financial plans including annual and five-year plan. Provides review and analysis of plan performance.
- Manages credit department personnel. Assists Credit Manager to ensure adequate controls and safeguards exist to properly protect accounts. Provides supervision, review and final approval authority for all credit accounts.
- Internal Operations. Assists and cooperates with sales department, operations managers and supervisors. Provides assistance and analysis on special projects or activities within operating departments.
- Monitors cash balances.
- Auditing. Cooperates with independent outside auditors and internal auditors in the execution of their program of auditing. Provides assistance as necessary.
- Reviews expenditures. Maintains adequate records of expenditures approval authority and checks expenditures for proper approval. Ensures this is consistent with policy.
- Manages ABI accounting personnel. Projects staffing levels, participates in employee selection; develops staff; provides effective motivation, coaching and supervision; communicates to employees of company policies and practices.
- Performs ABI administrative duties. Assists with preparation of departmental budgets. Evaluates, makes recommendations and provides management with a periodic review of employee benefit plans.
- Project evaluation and analysis. Assists the president in the development and implementation of ABI strategic plans, necessary to achieve corporate ten-year goals. Provides the financial analysis necessary to support and make recommendations.

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

- Advanced computer skills using spreadsheet, presentation, databases and accounting software.
- Advanced knowledge and application of Generally Accepted Accounting Principles (GAAP).
- Accounting experience in general ledger accounting and auditing; financial forecasting and budgeting and financial reporting.
- Exposure to and experience with Sarbanes Oxley compliance requirements desirable.
- Professional communication skills including written and verbal for internal and external customers.

**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



<b>LIFTING</b> Raising an object from one level to another					<b>CARRYING</b> 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
		<b>O</b>					<b>O</b>		

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

<b>Frequency (O, F, C, N/A)</b>	<b>PHYSICAL &amp; ENVIRONMENTAL REQUIREMENTS</b>	<b>ADDITIONAL DETAILS</b>
<b>O</b>	<b>ARMS OVER HEAD</b> – raising arms above head to lift or reach objects	
<b>F</b>	<b>SITTING</b> – remaining in a seated position	
<b>O</b>	<b>ATMOSPHERIC CONDITIONS</b> – exposure to such conditions as fumes, noxious odors, dusts, mists, gases and poor ventilation that may otherwise affect the eyes, skin or respiratory	
<b>O</b>	<b>BALANCING</b> – maintaining body equilibrium when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces	
<b>F</b>	<b>BENT WRISTS</b> – bending wrists in any direction to perform tasks	
<b>O</b>	<b>CLIMBING</b> – ascending or descending ladders, stairs, ramps, scaffolding, poles and the like, using feet & legs and/or hands and arms. Bodily agility is emphasized.	
<b>O</b>	<b>CRAWLING</b> – moving about on hands and knees or hands and feet	
<b>O</b>	<b>CROUCHING:</b> bending the body downward and forward by bending leg and spine	
<b>O</b>	<b>EXTREME TEMPERATURES</b> – exposure to cold or hot temperatures	
<b>O</b>	<b>FEELING</b> – perceiving attributes of objects such as size, shape, temperature or texture, by touching with skin, particularly that of fingertips	
<b>C</b>	<b>FINGERING</b> – picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling	<b>Continuous data entry</b>
<b>O</b>	<b>HANDLING</b> – seizing, holding, grasping, turning or otherwise working with hand(s). Fingers involved only to extent that they are an extension of the hand	
<b>F</b>	<b>HEAD MOVEMENT/ROTATION</b> – moving head in any direction (up, down, side to side), requiring full use of neck and upper back muscles	
<b>C</b>	<b>HEARING:</b> 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	



0	<b>HIGH, EXPOSED PLACES</b> – exposure to falling	
0	<b>KNEELING</b> – bending legs at knees to come to rest on knee or knees	
0	<b>NOISE LEVEL INTENSITY</b> –Very Quiet (isolation booth), Quiet (library, private office), Moderate (business office), Loud (heavy equip operation), Very Loud (jack hammer operation)	<b>Varies based on setting</b>
0	<b>PROXIMITY TO MOVING PARTS</b> – exposure to moving parts of equipment, tools or machinery.	
0	<b>REACHING – ARM/ELBOW MOVEMENTS</b> – extending hand(s) and arm(s) in any direction including bending at the elbow	
0	<b>SQUATTING</b> – bending legs at knees to come to rest thighs on calves	
0	<b>STANDING</b> – remaining on feet in an upright position without moving about	
0	<b>STOOPING</b> – 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.	
0	<b>TOXIC, CAUSTIC CHEMICAL</b> – exposure to toxic or caustic chemicals	
F	<b>TRUNK ROTATION – STANDING OR SITTING</b> – rotating torso	
0	<b>WALKING - UNEVEN</b> – moving body on foot on uneven surface (ground)	
0	<b>WEATHER CONDITIONS</b> – exposure to outside atmospheric conditions	
0	<b>WET/HUMID</b> – contact with water or other liquids or exposure to humid conditions	
0	<b>VIBRATION</b> – exposure to shaking object or surface	
C	<b>VISION</b> – 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)	

<b>MENTAL DEMANDS</b>		
The following charts indicate the type of mental demands typically required to perform the essential functions of the job.)		
<b>APPLICABLE</b>	<b>MENTAL REQUIREMENT</b>	<b>ADDITIONAL DETAILS</b>
X	<b>Communication Skills:</b> Written and Verbal	<b>Must be able to clearly articulate accounting language to non-accounting personnel</b>
X	<b>Handling Conflict</b>	
X	<b>Handling Multiple Priorities</b>	<b>Frequent requirement</b>
X	<b>Make non-routine or unexpected judgments</b>	
X	<b>Math Skills:</b> Basic or advanced	<b>Ability to understand and develop complex formulas</b>
X	<b>Operate in absence of clear expectations or procedures</b>	
X	<b>Operate under short time frames/deadlines</b>	<b>Ability to adapt to unexpected spontaneous projects</b>
X	<b>Public Contact</b>	
X	<b>Reading Skills:</b> Basic or technical	<b>Technical</b>
X	<b>Reasoning:</b> Applying or developing procedure	
X	<b>Other</b>	<b>Occasional complex analytical financial detail work</b>
<b>NOTICE:</b> 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		





**ANCHORAGE SAND and GRAVEL CO., INC.**  
1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333  
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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. Critical features of this job are described above, but they are subject to change due to reasonable accommodation or other reasons.

#### **BENEFITS**

- Paid holidays, 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. Chris Taylor, President  
1040 O'Malley Road  
Anchorage, AK 99515

Fax: (907) 344-2844  
Email : [Chris.Taylor@anchsand.com](mailto:Chris.Taylor@anchsand.com)  
Online: [www.anchsand.com](http://www.anchsand.com)



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### **Job Description Acknowledgement – Controller**

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.

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**Employee's Signature**

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**Date**

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**Employee's Name (please print)**

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**Human Resource/ Manager**

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**Date**