



JOB IDENTIFICATION			
JOB TITLE:	Staff Accountant	SUPERVISORY STATUS:	Non-Supervisor
DEPARTMENT:	Accounting	FLSA STATUS:	Exempt
REPORTS TO:	Assistant Controller	JOB TYPE CODE:	801900
DATE:	April 28, 2025	CLASSIFICATION:	Full Time

GENERAL SUMMARY

The Staff Accountant is responsible for maintaining accurate records of the general ledger, performing regular reconciliations, and ensuring compliance with accounting standards. The incumbent interacts with both internal and external customers and collaborators and reports to the Assistant Controller, who provides oversight and guidance.

DUTIES AND/OR RESPONSIBILITIES

- Prepare and post journal entries related to various balance sheet accounts, as assigned.
- Perform monthly reconciliations, which would include investigation and resolving discrepancies.
- Ensure compliance with GAAP, company policies, and relevant accounting standards.
- Assure that regular month-end checklists are completed according to timeline.
- Prepare various schedules required for year-end financial audit and assist with audit completion.
- Coordinate with other departments to ensure accurate recording of company activity.
- Support management in developing and implementing improved processes for assigned areas.
- Cross training and backup for a variety of transactional entry responsibilities including accounts payable, accounts receivable, cash management and timekeeping areas.
- Perform other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, Finance, or related field
- Minimum of two years of accounting, finance or related field experience

Substitutions may be considered; two years of experience equals one year of higher education.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge and previous experience in the following areas:
 - a. General ledger accounting
 - b. Financial reporting
 - c. Computerized accounting systems
- Solid understanding of and ability to apply GAAP



- Effective interpersonal skills to represent the department and company in a professional and courteous manner in the presence of internal and external contacts
- Effective written and oral communication skills
- Strong analytical and financial skills
- Ability to process a high volume of data with accuracy and meet various deadlines
- Ability to calculate, post, analyze and manage accounting figures and financial records
- Strong attention to detail and ability to prepare and review complex transactions
- Expertise in computerized accounting systems and ability to learn company-specific software
- Ability to manage multiple tasks simultaneously
- Ability to write routine reports and correspondence clearly, concisely and accurately
- Ability to read and effectively understand company's operating procedures and protocols, contracts and agreements
- Ability and commitment to maintain confidentiality of financial data
- High level of proficiency in MS Office suite, accounting software and databases
- Demonstrated ability and commitment to highest level of moral and ethical standards

PREFERRED QUALIFICATIONS

- Experience in a construction industry setting
- Experience with inventory and fixed asset modules of JD Edwards or similar software platforms.

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



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

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.

HOW TO APPLY

- Online: www.anchsand.com/jobs
- Mail: Attn. Linda Gerwin, 1040 O'Malley Road, Anchorage, AK 99515

EMPLOYEE AFFIRMATION

Signature attests that the incumbent of the position has read this Job Description, has had an opportunity to clarify the duties, requirements, and working conditions therein, and agrees to perform the duties, activities, etc. as outlined.

Printed Name of Employee: _____

Signature of Employee: _____

Date: _____