



*Position:* **Assistant Controller**

*Reports to:* Vice President & Controller

*Classification:* Exempt. Full time. 5+ / 40+

*Location:* Anchorage, Alaska

**Job Summary:**

Maintains adequate and proper ledger accounts of all assets, liabilities, and transactions of the company and ensures that audits thereof are performed on a regular basis. Reports financial results to all external and internal users. Interacts with all managers, supervisors, sales personnel and department heads.

**Specific Responsibilities (include the following but not limited to):**

1. Maintains general ledger and prepares reports.  
Prepares, supervises and/or reviews all journal entries and accounting transactions affecting general ledger accounts of Anchorage Sand and Gravel; audits the account balances and prepares monthly financial statements.
2. 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.
3. Prepares reports.  
Prepares and interprets financial statements, cost data, and management reports of the company. Assists other executives and managers in appraising their activities in terms of financial results. Prepares other external reports to government agencies and third parties as required.
4. 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.
5. Internal Operations.  
Assists and cooperates with sales department, operations managers and supervisors. Provides assistance and analysis on special projects or activities within operating departments.
6. Auditing.  
Cooperates with independent outside auditors and internal auditors in the execution of their program of auditing. Provides assistance as necessary.
7. Anchorage Sand and Gravel administrative duties.  
Assists with preparation of Anchorage Sand and Gravel department budget, handles correspondence and provides review for employee benefit plans.
9. Provides other duties as required by the Vice President and General Manager.



# **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](http://www.anchsand.com)

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## **Requirements:**

- Must have a 4-year accounting degree; CPA certificate desirable.
- Computer skills required: Microsoft Office products, PowerPoint; Oracle, Peoplesoft or JD Edwards desirable.
- Must have knowledge and sufficient previous experience in the following areas;
  - General ledger accounting and auditing;
  - Financial forecasting and budgeting;
  - Financial reporting;
  - Corporate income tax;
  - 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.
- Previous experience with Sarbanes-Oxley compliance is desirable.

## **Benefits:**

- Paid Holidays
- Paid Vacation Time
- Paid Sick Leave
- Medical, Dental, Vision Insurance
- Life Insurance
- Disability Insurance.
- Tax-Free Option Plan
- 401(k) Plan
- Bonus Plan
- Profit Sharing Plan
- Car Allowance

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***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.***

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Please send cover letter & resume to:

## **Anchorage Sand & Gravel Co., Inc.**

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

Fax: (907) 344-2844  
E-Mail: [Coaly.Huckins@anchsand.com](mailto:Coaly.Huckins@anchsand.com)  
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