



# 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			
<b>JOB TITLE:</b>	<b>Payroll Coordinator-Clerk</b>	<b>SUPERVISORY STATUS:</b>	Non-Supervisor
<b>DEPARTMENT:</b>	Accounting	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Controller	<b>JOB TYPE CODE:</b>	801260
<b>DATE:</b>	July 2, 2018	<b>CLASSIFICATION:</b>	Full Time

## GENERAL SUMMARY

Manage or assist in completing the weekly payroll processing and labor reporting functions, while maintaining strict confidentiality.

## EDUCATION/ EXPERIENCE REQUIREMENTS

- High school diploma or GED plus higher trade or technical school or equivalent in related field with 1-2 years experience in payroll processing and/or accounting.

## MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS & ABILITIES)

- Knowledge of office equipment and operation
- Knowledge of payroll systems, reporting requirements and processes
- Knowledge of computer systems such as: Word, Excel, Windows and Outlook
- Knowledge of file management skills
- Strong verbal and written communication skills
- Time management and organizational skills
- Ability to enter data accurately and efficiently
- Ability to troubleshoot, solve problems and use analytical skills effectively and efficiently
- Ability to pay attention to detail and work independently
- Ability to work in a team setting with limited supervision
- Ability to communicate well both internally and externally with others and act courteous and respectful of others
- Ability to maintain confidentiality and positive employee relations.

## ESSENTIAL JOB FUNCTIONS (PRIMARY) (An individual in this position may be called upon to do any or all of the following essential functions. These examples DO NOT include all of the tasks, which the individual may be expected to perform.)

- Payroll information collection and data entry
- Verify and complete the payroll processing functions
- Prepare required labor reporting reports
- Verify accuracy of re-employment earnings and hours
- Track child support and wage garnishments
- Process and mail employee earning statements
- Assist employees with questions and concerns regarding their wages, deductions, etc.
- Upload wage scale templates
- Verify certified payroll reports including subcontractors' reports
- Verify accuracy of log book information



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- Remain knowledgeable of reporting laws and regulations on an annual basis
- Must maintain strict confidentiality of all payroll/ employee information.

### NON-ESSENTIAL JOB FUNCTIONS (SECONDARY)

- Provide assistance to other accounting department personnel when needed such as: data requests, analysis reporting, etc.
- Assist former employees with questions in relation to their earnings, W-2, etc.

### ADDITIONAL RESPONSIBILITIES

- Assist the Human Resource Manager as needed
- Provide support to other HR/Accounting members as needed.
- Assist Controller with all other duties as assigned.

### WORKING ENVIRONMENT

- 40 hours per week
- Monday through Friday
- Overtime or weekend work may be required if system problems arise that delay the regular scheduled payroll process.

**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
<b>FLOOR TO WAIST</b> —raising an object from floor to waist height (include upward pulling)				O	F
<b>WAIST TO EYE LEVEL</b> —raising an object from waist to eye level height (include upward pulling)				O	F
<b>BILATERAL CARRYING</b> —transporting an object, usually holding in hands or arms in front of body				O	F
<b>UNILATERAL CARRYING</b> —transporting an object, usually holding in hands or arms on side of body				O	F
<b>PUSHING</b> —exerting force upon an object so that the object moves away from the force				O	F
<b>PULLING</b> —exerting force upon an object so that object moves toward				O	F



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the force (include jerking)

Frequency (O, F, C, N/A)	PHYSICAL & ENVIRONMENTAL REQUIREMENTS	ADDITIONAL DETAILS
O	<b>ARMS OVER HEAD</b> – raising arms above head to lift or reach objects	
C	<b>SITTING</b> – remaining in a seated position	
O	<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	
C	<b>BALANCING</b> – maintaining body equilibrium when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces	
F	<b>BENT WRISTS</b> – bending wrists in any direction to perform tasks	
O	<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.	
O	<b>CRAWLING</b> – moving about on hands and knees or hands and feet	
O	<b>CROUCHING:</b> bending the body downward and forward by bending leg and spine	
O	<b>EXTREME TEMPERATURES</b> – exposure to cold or hot temperatures	
C	<b>FEELING</b> – perceiving attributes of objects such as size, shape, temperature or texture, by touching with skin, particularly that of fingertips	
C	<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>
C	<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	
C	<b>HEAD MOVEMENT/ROTATION</b> – moving head in any direction (up, down, side to side), requiring full use of neck and upper back muscles	
C	<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	
O	<b>HIGH, EXPOSED PLACES</b> – exposure to falling	
O	<b>KNEELING</b> – bending legs at knees to come to rest on knee or knees	
O	<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>
O	<b>PROXIMITY TO MOVING PARTS</b> – exposure to moving parts of equipment, tools or machinery.	
O	<b>REACHING – ARM/ELBOW MOVEMENTS</b> – extending hand(s) and arm(s) in any direction including bending at the elbow	
O	<b>SQUATTING</b> – bending legs at knees to come to rest thighs on calves	
F	<b>STANDING</b> – remaining on feet in an upright position without moving about	
O	<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.	
O	<b>TOXIC, CAUSTIC CHEMICAL</b> – exposure to toxic or caustic chemicals	
C	<b>TRUNK ROTATION – STANDING OR SITTING</b> – rotating torso	
O	<b>WALKING - UNEVEN</b> – moving body on foot on uneven surface (ground)	



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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)	

## 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	<b>Communication Skills:</b> Written and Verbal	
X	<b>Handling Conflict</b>	
X	<b>Handling Multiple Priorities</b>	
X	<b>Make non-routine or unexpected judgments</b>	
X	<b>Math Skills:</b> Basic or advanced	<b>Advanced</b>
X	<b>Operate in absence of clear expectations or procedures</b>	
X	<b>Operate under short time frames/deadlines</b>	<b>Weekly substantial deadlines</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>	

**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. Critical features of this job are described above, but they are subject to change due to reasonable accommodation or other reasons.

## 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).



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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.*

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](mailto:Coaly.Huckins@anchsand.com)  
Online: [www.anchsand.com](http://www.anchsand.com)



**Job Description Acknowledgement – Payroll Coordinator-Clerk**

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**