



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:	Assistant Controller	SUPERVISORY STATUS:	Supervisor
DEPARTMENT:	Accounting	FLSA STATUS:	Exempt
REPORTS TO:	Controller	JOB TYPE CODE:	801900
DATE:	February 25, 2025	CLASSIFICATION:	Full Time

GENERAL SUMMARY

The incumbent oversees the daily operations of the accounting/finance team and ensures accurate financial reporting, compliance with accounting standards, and adherence to internal controls. This role involves supervising and mentoring less senior staff, reviewing their work for accuracy, and assisting with complex accounting tasks and problem solving. The incumbent provides support to the Controller in preparing financial statements, audits, and process improvements while working within the strategic direction set by senior leadership.

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

- Prepare and consolidate financial statements, help prepare and manage budgets and conduct financial analysis to support effective and fact-based decision-making.
- Prepare and interpret financial statements, cost data, and management reports of the company. Prepare and/or review other external reports to government agencies and third parties as required.
- Assist other executives and managers in appraising their activities in terms of financial results.
- Develop, implement, and maintain internal control systems to ensure accuracy and compliance with GAAP, company policies, and relevant accounting standards.
- Assist with internal and external audits by preparing necessary documentation and ensuring adherence to audit requirements.
- Maintain adequate accounting records of all assets, liabilities, and transactions of the company and assure that adequate accounting records are being maintained.
- Perform and/or review monthly reconciliations. This would include investigation and resolving discrepancies.
- Ensure accounting controls are adequate to assure the protection of assets and the reliability of financial and management information reporting for the company.
- Supervise and mentor junior accounting staff by reviewing their work for accuracy and supporting their professional development.
- Perform other duties as assigned.



PHYSICAL DEMANDS & WORKING CONDITIONS

- Ability to sit / maintain stationary position for prolonged periods.
- Ability to engage in repetitive hand and finger movements.
- Close vision ability to accurately review narrative and data often in small fonts.
- Ability to engage in light lifting (up to 15 pounds) without aid.
- Work is primarily done in an office setting with the occasional need to travel to work events, different company sites, etc.

REQUIRED EDUCATION & EXPERIENCE

- Bachelor's degree in accounting, finance, or related field.
- Four 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:

- Excellent knowledge of GAAP and of the following areas:
 - a. General ledger accounting
 - b. Financial reporting
 - c. Computerized accounting systems.
- Solid understanding of and ability to apply GAAP.
- Excellent interpersonal skills to represent the department and company in a professional and courteous manner in the presence of internal and external contacts.
- Excellent written and oral communication skills.
- Excellent analytical and problem-solving skills.
- Ability and commitment to maintain confidentiality of financial data.
- Demonstrated ability and commitment to highest level of moral and ethical standards.
- Strong commitment and self-discipline to ensure accuracy and while meeting deadlines.
- Strong ability to calculate, post, analyze and manage accounting figures and financial records.
- Excellent attention to detail and ability to prepare and review complex transactions.
- High level of proficiency in MS Office suite, accounting software and databases.
- Expertise in computerized accounting systems and ability to learn company-specific software.
- Strong ability to effectively manage multiple tasks simultaneously.
- Excellent writing skills as to produce reports and correspondence clearly, concisely and accurately.
- Expert in reading, interpreting, editing and communicating company's operating procedures and protocols, contracts and agreements.



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PREFERRED QUALIFICATIONS

- CPA is preferred.
- Experience in a construction industry setting.
- Experience with corporate accounting in a publicly traded company.
- Experience with auditing.
- Experience with JD Edwards or similar software platforms.

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 workplace; 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. Linda Gerwin, Controller
1040 O'Malley Road
Anchorage, AK 99515

Fax: (907) 344-2844
Email : Linda.Gerwin@anchsand.com
Online: <http://www.anchsand.com/jobs>



Job Description Acknowledgement – Assistant 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.

Employee's Signature

Date

Employee's Name (please print)

Human Resource/ Manager

Date