



Payroll Specialist

ALABAMA
PORT AUTHORITY
PORT OF MOBILE

Overview: The Payroll Specialist position is responsible for and/or assisting with preparing and processing multiple payrolls as well as providing administrative support for the payroll and accounting teams.

Key Responsibilities:

- Prepares or assists with preparing payroll disbursements for multiple payroll groups.
- Prepares or assists with preparing monthly wires to record disbursement of tax collections, garnishment collections, retirement deductions, and flexible arrangement payments paid via EFT and ACH payment methods.
- Reconciles payroll insurance deduction statements and other deductions each month and prepares the request for payment.
- Enters payroll deductions and garnishment changes for all ASPA employees and ensures compliance with union contracts.
- Other duties as assigned.

Requirements:

- High school diploma or GED equivalent.
- 2 years' payroll or accounting experience preferred.
- Discretion in handling confidential information.
- Strong attention to detail while still meeting deadlines.
- Effective communication skills.

Applications should be submitted to Careers@alports.com.

Consideration will be given to those individuals who provide the required information, including applicable training and experience on their application. If the application is not complete, the applicant will not be considered.

The Alabama State Port Authority (ASPA) is an Equal Opportunity Employer and affirms its commitment to treat all applicants for employment and employees equally without regard to race, religion, color, national origin, gender, age, disability, genetic information, veterans' status, marital status, sexual orientation or any other class prohibited by local, state or federal law.