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## Alabama State Port Authority Job Description

Job Title: **Cargo Billing Specialist**

Job Class: **Corp**

Job Code: **1010500**

FLSA Status: **Non-Exempt**

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### Job Summary

Reporting to the Docks Cargo Billing Manager, this position is responsible for billing customers for services rendered at the State Docks such as wharfage, storage, and handling of inbound and outbound cargo.

### Essential Functions

1. Obtains service orders, broker's delivery orders, vessel manifests and other documents for use in preparing bills; assembles and verifies information for invoices from original records of weights and amounts; determines correct rates for billing using the established Docks Department Tariff.
2. Bills customers for all State Docks services.
3. Audits vessel manifests to ensure all cargo being shipped has been billed in accordance with the charges specified in the tariff.
4. Runs reports that computes labor and other handling costs for various commodities; monitors tonnage by commodity, customer, or common carrier for statistical purposes.
5. Computes charges for wharfage, handling, storage, and other services to shippers of various commodities; prepares rough copies of invoices and enters data into computer; and verifies accuracy on finished invoices.
6. Maintains continuous records of cargo handled, showing shippers, points of origin, commodities, and amounts; prepares regular and special reports from these records; and uses records to follow up on billings.
7. Closes manifests; prepares storage lists, shipping instructions, and other records as required in the handling of various kinds of commodities; ensures that special lists and instructions are relayed to employees needing them in cargo operations.
8. Works with shippers and carriers' agents in obtaining and following up on shipping, routing, and billing instructions; furnishes information requested by shippers concerning services and costs.
9. Performs other duties as assigned.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Minimum Required Education and Experience**

	<b>Minimum</b>	<b>Focus Areas</b>
<b>Education</b>	High school diploma or GED	
<b>Experience</b>	2 years	Computerized billing work with steamship lines, freight forwarders, stevedoring companies, customhouse brokers, or common carriers

**Substitutions allowed for Education:** Indicated education required; no substitutions allowed.

**Substitutions allowed for Experience:** Indicated experience is preferred but not required.

### **Minimum Required Knowledge:**

Ability to understand and follow written and oral instructions.

After training, the ability to exercise independent judgment and knowledge of rate practices.

Ability to multitask and meet deadlines.

Basic computer skills including knowledge of Microsoft Office Suite.

### **Certification or Licensure Requirements**

Valid driver's license and ability to obtain TWIC.

### **Physical Requirements/ADA**

Prolonged periods of sitting at a desk and working on a computer. Occasionally it requires standing and lifting up to 25 pounds.