



## Fuel Accountant

| Type      | Pay                 | Location |
|-----------|---------------------|----------|
| Full-Time | Hourly - Non-Exempt | TBD      |

### Primary Responsibilities:

- Maintain adequate fuel levels at all times.
- Download service station sales and upload transactions as prescribed in the DLA-E Policy.
- Validate, input, and process all Fuel transactions within the DLA-E Policy-prescribed time limits.
- Clear rejects within the DLA-E Policy-prescribed time limits.
- Reconcile accounts monthly within the DLA-E Policy prescribed time limits.
- Perform 100% of out-of-tolerance investigations as prescribed in DLA-E Policy.
- Maintain DWCF files in accordance with DLA-E Policy.
- Stay abreast of Performance Work Statement (PWS) requirements.
- Stay current in applicable regulations and DLA-E Policies.
- Stay current on all areas of ancillary training.

### Required Qualifications:

Shall have a minimum of two years of documented experience (military/civilian) relating to fuels accounting. Experience with and knowledge of Fuels Manager Defense software and DoD 4140.25 and applicable DLA-Energy policies and instructions is preferred. They will be able to communicate effectively in English, both orally and in writing.

Duties will be determined and assigned by management. Dispatches are assigned to and normally perform their duties from the Fuels Service Center (FSC).

- The FSC is staffed 24/7 and performs accounting/administration and flight-line aircraft-servicing dispatcher functions. In general, the FSC serves two primary functions – controlling fuel operations and maintaining fuel accounts. The FSC acts as the single point of contact for the fuels organization outside normal duty hours and ensures that pertinent information is

gathered and transferred between shifts and to key personnel as required. The FSC manages all programs and actions required to support the Fuels Management Flight. The FSC will be manned at all times and keeps the TM/ATM abreast of operational activities.

## Preferred Qualifications:

- Microsoft 365 proficient

## Work Conditions & Physical Requirements

- Work is performed in both office environments and on terminal grounds, including outdoor exposure to all weather conditions
- Must be able to work around petroleum storage tanks, pipelines, and heavy equipment
- PPE is required in designated areas per safety regulations
- On-call availability for emergencies, spills, or critical operational events may be required

## Compensation & Benefits

TK&K Services is proud to offer a comprehensive benefits package designed to support the health, financial security, and work-life balance of our employees. All employees are paid bi-weekly, and rates vary by contract/location. (This will update when a position is officially open).

- ❖ Medical Insurance
  - Depends on the location. If a position is open for a specific location, we will update that here.
- ❖ Dental, Vision & Life
  - Depends on the location. If a position is open for a specific location, we will update that here.
- ❖ 401(k) Retirement/Pension
  - Depends on the location. If a position is open for a specific location, we will update that here.
- ❖ Paid Time Off
  - Depends on the location. If a position is open for a specific location, we will update that here.
- ❖ Sick Leave
  - Depends on the location. If a position is open for a specific location, we will update that here.

## Conditions of Employment

Drug Testing: Pre-employment drug test required as a condition of hire.

Background Check: A comprehensive background check, including criminal history and Motor Vehicle Records (MVR), is required for all candidates.

DLA Qualification Acceptance: Offer is contingent upon DLA's acceptance and approval of candidate qualifications. Ensure all experience, certifications, and training documentation are complete and accurate prior to submission

## Equal Employment Opportunity

TK&K Services is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, or any other characteristic protected by applicable law. All employment decisions are made solely on merit, qualifications, and job-related factors.