**COST ACCOUNTING UNIT LEADER**

**Mission:** Provide cost analysis data for the declared emergency incident and maintenance of accurate records of incident cost.

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| Date: Start: End: Position Assigned to: Initials:  **Position Reports to:** **Finance Section Chief** Signature:  TMTS Location: Telephone:  Fax: Other Contact Info: Radio Title: |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive assignment and briefing from the Finance Section Chief. Obtain packet containing the Cost Accounting Unit Leader Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Obtain briefing from Finance Chief; assist in development of section action plan. |  |  |
| Establish cost reporting procedures, including proper coding. |  |  |
| Implement procedures for receiving and depositing funds. |  |  |
| Implement system for collecting all receipts from designated staff for reimbursement. |  |  |
| Meet regularly with the Finance Chief to plan and project financial issues. |  |  |
| Receive assigned radio and establish two-way communications with the communications Unit Leader. Receive just-in-time training for the radio if needed. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Planning Chief/MST. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Meet routinely with the Finance Section Chief for status reports. |  |  |
| Maintain cost tracking analysis. |  |  |
| Collect copies, summaries, or original documentation of cost. |  |  |
| Inform all Section Chiefs of pertinent cost data at the direction of the Finance Section Chief. |  |  |
| Prepare cost-to-date summary report for submission to the Finance Section Chief at designated set schedule. |  |  |
| Develop and submit an action plan to the Finance Section Chief when requested. |  |  |
| Advise the Finance Section Chief immediately of any operational issue you are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to prepare summaries of all costs incurred during the incident per schedule designated by the Finance Chief. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, and rest. |  |  |
| Continue to document actions and decisions on the HICS Form 214. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Compile final cost accounting report(s) to Finance Chief. |  |  |
| Complete all cost records and prepare a report/summary of incident costs. |  |  |
| Ensure return/retrieval of equipment and supplies. |  |  |
| Upon deactivation of your position, brief the Finance Chief on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Finance Section Chief. |  |  |
| Submit comments in the after action report. |  |  |
| Participate in stress management and after–action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| HICS Form 213 – Incident Message Form  HICS Form 214 – Operational Log  TMTS Finance Log  TMTS organization chart  TMTS telephone directory  Radio/satellite phone – phone numbers and radios assignments  Local resources. |