

## COST ACCOUNTING UNIT LEADER

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

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: Finance Section Chief** Signature: \_\_\_\_\_

TMTS Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| 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. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| 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. |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| 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. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| 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. |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| 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.          |             |                |

| <b>Documents/Tools</b>   |
|--|
| <input type="checkbox"/> HICS Form 213 – Incident Message Form<br><input type="checkbox"/> HICS Form 214 – Operational Log<br><input type="checkbox"/> TMTS Finance Log<br><input type="checkbox"/> TMTS organization chart<br><input type="checkbox"/> TMTS telephone directory<br><input type="checkbox"/> Radio/satellite phone – phone numbers and radios assignments<br><input type="checkbox"/> Local resources. |