

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: _____

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.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
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
Meet routinely with the Finance Section Chief for status reports.		
Maintain cost tracking analysis.		
Collect copies, summaries, or original documentation of cost.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Inform all Section Chiefs of pertinent cost data at the direction of the Finance Section Chief.		
Continue to adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
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
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.		

End of Shift/Demobilization/System Recovery	Time	Initial
Compile final cost accounting report(s) to Finance Chief.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase.		
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.		