



Finance and Administration Section Chief Responsibilities:

Responsibilities:

Reviews the EOC Common Responsibilities Checklist
Establishes procedures to authorize the commitment and issue payment of funds for resources or services authorized through the EOC
Ensures all disaster and event specific financial records are maintained
Provides input to the EOC Incident Action Plan (IAP) and ensures the operational objectives and assignments identified in the EOC IAP are completed
Establishes section staffing and requests support
Assigns and prioritizes tasks for section personnel
Ensures accurate tracking of reimbursements and administrative support to the EOC
Coordinates with other EOC sections to ensure fiscal responsibility

Reports to:

EM/Director/EOC Manager

Supervises:

Financial Support Technicians

Activation Phase:

- Maintain an overall vision of safety during all processes.
- Initiates position log on WEBEOC
- Receives assignment and briefing from EOC Manager during Initial EOC Strategy Meeting
- Determines immediate actions needed in support of incident
- Establishes communication procedures with Logistics Section
- Determines staffing levels needed and activates necessary units within the Finance and Administration Section
- Establishes written and official documentation of agreed upon conditions for all purchases and resources
- Ensures unit leaders are briefed on situation and responsibilities (including the status of disaster declaration)
- Follows jurisdictional procedures for establishing and distributing accounting codes for financial tracking
- Provides financial and cost analysis information
- Provides input to EOC Planning Section Chief for development of EOC IAP

Operational Phase:

- Maintains position log on WEBEOC
- Coordinates with Logistics Section Chief to ensure resource acquisitions are financially tenable

- Ensures that all fees are usual, customary and reasonable
- Establishes and maintains contact with South Carolina Emergency Management (SCEMD) representatives to clarify paperwork and reimbursement requirements
- Reviews operational plans in order to provide financial alternatives
- Provides assistance and support to EOC personnel in procuring supplies and services
- Ensures appropriate documentation of emergency related costs and expenditures
- Compiles all event related costs and makes recommendations for appropriate cost saving measures
- Develops the EOC Finance and Administration Section component of the EOC demobilization plan

Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Implements the EOC Finance and Administration Section component of the EOC demobilization plan
- Solicits, collects and consolidates after action comments for the Finance and Administration Section and provides to the appropriate person
- Ensures necessary functions are maintained throughout and following demobilization
- Ensures all documentation is in order should a Federal Disaster Declaration be approved

Unique Resources Required:

- Jurisdictional accounting software
- Jurisdictional financial files, records and databases
- Jurisdictional contracts/MOUs
- FEMA documentation