

Finance and Admin Section Chief

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Finance/Administration Section (General Staff)
Primary	Assistant Controller
Potential Alternate(s)	Finance Manager Finance Supervisor
Supervisor	EOC Manager
Overview	<ul style="list-style-type: none">● Manages the Finance and Administration Section of the EOC● Briefs and updates other General and Command Staff● Coordinates with supporting ESFs and other governmental agencies● Briefs the Finance and Administration Section staff● Supports ESF-14 Long-term Recovery and ESF-17 Volunteer and Donations Management● Establishes and staffs the Tribe's Disaster Assistance Center (DAC)● Coordinates Individual and Public Assistance Programs
Description	The Finance and Administration Section is responsible for all financial, administrative, and cost analysis aspects of the emergency. The Section Chief is responsible for supervising members of the Finance & Administration Section.

Finance and Admin Section Chief

Responsibilities	<ol style="list-style-type: none">1. Ensure that all financial records are maintained throughout the event or disaster.2. Ensure that all on-duty time is recorded for all emergency response personnel.3. Ensure that all on-duty time sheets are collected from field level supervisors or Incident Commander(s) and their staffs.4. Ensure there is a continuum of the payroll process for all employees responding to the event or disaster.5. Determine purchase order limits for disaster operations and work with Tribal Council for allocation of funding.6. Ensure that workers compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.8. Provide financial and administrative support to all EOC Sections as required, in coordination with the Personnel Unit.9. Activate units within the Finance and Administration Section as required; monitor section activities continuously and modify the organization as needed.10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA).
Forms and Job Aids	<ul style="list-style-type: none">○ Time Cards, Unit Log, Section Status Reports, EOC Check-in and Out, Task Registration Forms, Compensation and Claims forms○ Planning P and Section Timeline○ Ledgers○ Vendor lists○ Expenditure Authorization Forms○ Daily Expenditure Log○ Requisition Forms and Purchas Orders

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Checklist - Activation Phase	<ul style="list-style-type: none">○ Upon arrival at the EOC check in at the designated check in location.○ Report to the your supervisor, the EOC Manager.○ Identify yourself as Finance & Administration Section Chief (Green Vests).○ Set up your workstation and review your position responsibilities included in this checklist.○ Establish and maintain a position log that chronologically describes your actions taken during your shift.○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.○ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.○ Based on the situation, activate units within section as needed:○ Time Keeping Unit○ Cost Unit○ Compensation & Claims Unit○ Documentation & Recovery Unit○ Ensure that sufficient staff are available for a 24-hour schedule, or as required.○ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.○ Meet with all Unit Leaders in the Finance/Administration Section and ensure that responsibilities are clearly understood.○ In conjunction with Unit Leaders in the Section, determine the section action planning objectives for the operational periods.○ Notify the EOC Manager when the Finance/Administration Section is operational and need for any on-the-spot training.○ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
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Checklist - Operational Phase	<ul style="list-style-type: none">○ Ensure that Finance/Administration position logs and other necessary files are maintained.○ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner. Include expenditure authorities and payment options.○ Participate in all action planning meetings.○ Seek expenditure authority from Tribal Council.○ Brief all Unit Leaders in the Section and ensure they are aware of the EOC objectives as defined in the Action Plan.○ Keep the EOC Manager, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.○ Ensure that the Documentation Unit maintains all financial records throughout the event or disaster and works with the Planning Section Documentation Unit to record all activities.○ Ensure that the Time Keeping Unit tracks and records all staff time.○ In coordination with the Logistics Section, ensure that the Cost Unit processes purchase orders and payment activities.○ Develop contracts and support agreements in a timely manner.○ Ensure that the Compensation & Claims Unit processes all workers compensation claims, resulting from the disaster, in a reasonable time-frame, given the nature of the situation.○ Ensure that the Time Unit processes all time-sheets and travel expense claims promptly.○ Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.○ Ensure that all recovery documentation is accurately maintained by the Documentation Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA).
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Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Ensure all Finance/Administration Section positions have been demobilized and appropriately reported.○ Deactivate your assigned position and close out logs when authorized by the EOC Manager.○ Complete all required forms, reports, and other documentation.○ Be prepared to coordinate and lead the hot-wash after-action report.○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.○ Clean around your work area before you leave.○ Leave your contact information and/or take an EOC radio as requested by the EOC Manager.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ The Finance/Administration Section will continue to support ESF-14 Long-term Recovery, ESF-17 Volunteer and Donations Management, the Recovery Operations Annex and other ESFs.○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Operations Annex to the Emergency Operations Plan.