

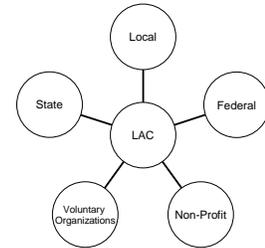
# Local Assistance Center (LAC) Training

## Accounting Representative

LAC Just-In-Time Training

## Mission

- LACs provide a centralized location for services and resource referrals for disaster-caused needs, assistance and guidance following a disaster or significant emergency.



## Accounting Representative Position Description

- Recordkeeping
  - Document requisitions for all supplies, equipment or services in webEOC, if available, and in "MyRequests".
  - Document and Compile all receipts for statements and reports.
  - Maintain records of employees' and volunteers' work hours.
- Purchases
  - Coordinate all purchases with the LAC Team P-Card Holder, with approval by the LAC Manager.
  - Confirm the payment of invoices through the County's Oracle financial system, AP (Accounts Payable) Inquiry, PUR (Purchase) Inquiry and PNG (Project and Grant) Inquiry.

## Accounting Representative Position Description

- Consult with Finance Representative
  - The Accounting Representative consults with the Finance Representative on the Oversight Team.
  - Speak with the Finance Representative regarding cost documentation and requirements.
  - Submit a weekly expenditure report to the Finance Representative.

## Quick Tips

- Sign in
- Obtain Accounting Representative Vest
- Check in with LAC Manager
- Check in with Oversight Team Finance Representative
- Review Accounting Representative Checklist

## Good Luck

- Remember, the Accounting Representative is responsible for all document recordkeeping, working with the P-Card holder for all purchases, and coordinating actions and requests with the LAC Manager and the Finance Representative on the LAC Oversight Team.
- At the end of the shift sign out and return the vest.
- Thank you for your commitment.