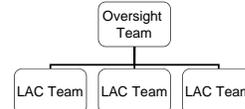


## Local Assistance Center (LAC) Oversight Positions Finance Representative Training

LAC Just-In-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Finance Representative Position Description

- **Communicate**
  - Report to the Finance Section Chief in the EOC to fully understand the requirement for documenting cost for possible reimbursement.
  - Negotiate contracts for additions/changes to services in accordance with County policy or in coordination with the Oversight Team Purchasing Representative.
- **Manage**
  - Provide supervision and guidance to the LAC Team Accounting Specialists.

## Finance Representative Position Description

- **Document**
  - Communicate and document POETA information to employees and to the Finance and Human Resources staff of County departments.
  - Enter and update channeled requests in WebEOC (if available).
  - Channel big ticket requests through EOC Logistics or Finance to obtain appropriate POETA request or Emergency Response Purchase Order (ERPO) number.

## Quick Tips

- Check in with Oversight Manager
- Consult with the Finance Section Chief
- Oversee LAC Team Accounting Specialists
- Review Finance Representative Checklist

## Good Luck

- Remember, the Finance Representative is responsible for managing and documenting all financial elements for the procurement and operations of the LAC facilities.
- Thank you for your commitment.