

## Accounting Representative

### Position Description

The Accounting Representative is assigned to the Local Assistance Center (LAC), reports to the LAC Manager, and is responsible for document recordkeeping. The Account Representative also coordinates actions and requests with the Finance Representative on the LAC Oversight Team.

### Responsibilities

1. Coordinate all purchases with P-Card holder, upon approval by LAC Manager
2. Document requisitions for supplies, equipment, or services in WebEOC, if available, and in "MyRequests" for technical services
3. Access the County's Oracle financial systems and use AP (Accounts Payable) Inquiry, PUR (Purchase) Inquiry, and PNG (Project and Grant) Inquiry to confirm the payment of invoices
4. Compile and document all receipts for statements and reports
5. Maintain separate records and documentation of employee work hours
6. Consult with the Finance Representative on the Oversight Team regarding cost documentation and other documentation requirements
7. Draft and submit a weekly expenditure report to the Finance Representative on the Oversight Team

### Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding authority or assignment
- Sign in and wear the "Accounting Representative" vest
- Check in with LAC Manager
- Check in with Oversight Team Finance Representative
- Verify contact information
- Determine potential issues for LAC Manager based on the nature, scope and severity of the issue

### Operational Phase Actions

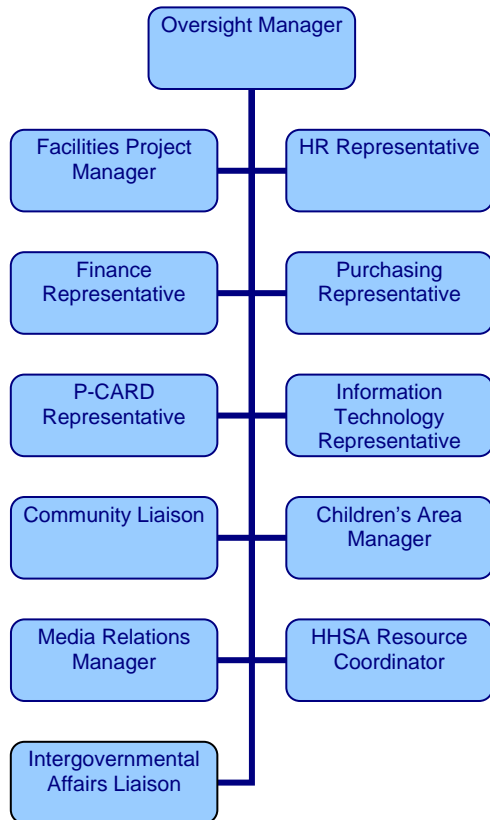
- Review position responsibilities
- Attend ongoing situation briefings
- Refer all media to the Communications Specialist
- Properly document purchases for reports and reimbursement documentation
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds
- Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are known
- At the end of each shift, sign out and return the vest

**Deactivation Phase Actions**

- Demobilize when authorized by the LAC Manager
- Participate in the Demobilization Plan
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure all required forms and reports are completed and appropriately stored
- Contact your regular supervisor and notify of them of deactivation
- Leave forwarding information, including cell numbers and email
- Sign out and turn in vest
- Participate in the LAC After Action Report

**Organizational Structure**

**LAC OVERSIGHT TEAM**



**LAC TEAM**

