

## Finance Representative

### Position Description

The Finance Representative is assigned to the Oversight Team and reports to the Oversight Manager. The Finance Representative is to manage and document all financial elements for the procurement and operation of the LAC (Local Assistance Center) facility, consult and report with the Financial Section Chief in the EOC, ensure fiscal matters are in accordance with accounting standards and ensure all financial matters are handled efficiently and effectively.

### Responsibilities

1. Consult with and report to the Finance Section Chief in the EOC to fully understand the requirements for documenting costs for possible reimbursement (Cal EMA Public Assistance Officer may assist with reimbursable costs under California Disaster Assistance Act)
2. Provide supervision and guidance to Accounting Specialists at LACs
  - Ensure Accounting Specialists properly maintain and document sign-in sheets and work logs in hard and soft copies
  - Review expenditure reports submitted by LACs
  - Handle requests for big-ticket purchases, rentals or leases
3. Document and communicate POETA information to employees and to the Finance and Human Resources staff of County departments for paid County Disaster Service Workers (DSWs) at LACs
4. Communicate, negotiate or facilitate contracts for additions or changes to services in accordance with County policy or in coordination with Purchasing Representative:
  - Ensure contracts specify “scope of work” and “not to exceed” limitations
  - Query all technical service and resource requests that may affect existing contracts
5. Channel big-ticket requests through EOC Logistics and/or Finance to obtain:
  - The appropriate Emergency Response Purchase Order (ERPO) numbers
  - The appropriate POETA for resource/service requests
6. Enter and update channeled requests in WebEOC (if available)

### Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with the Oversight Manager
- Refer media to the Media Relations Manager
- Verify contact information
- Confirm the understanding of all Accounting Representatives that previously established policies for purchases of goods and services apply
- Review disaster related expenditures and cost documentation requirements

**Operational Phase Actions**

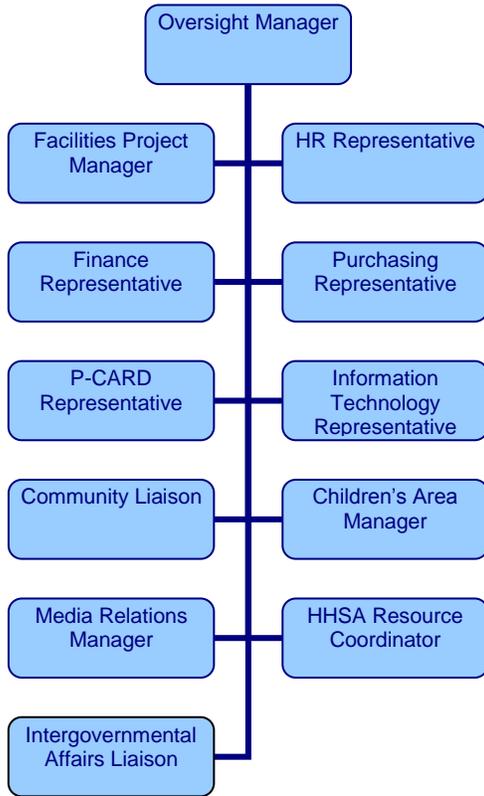
- Review position responsibilities
- Attend ongoing situation briefings
- Work with LAC representatives to ensure all that all cost data is properly documented and maintained in accordance to local, state and federal requirements and general accounting principles
- Review all purchases, requests and P-CARD activity and verify they meet County protocols
- Approve expenditure reports submitted by LACs and ensure conformance with documentation requirements
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Verify and track Oversight Team hours, mileage and Sign In/Out Sheets

**Deactivation Phase Actions**

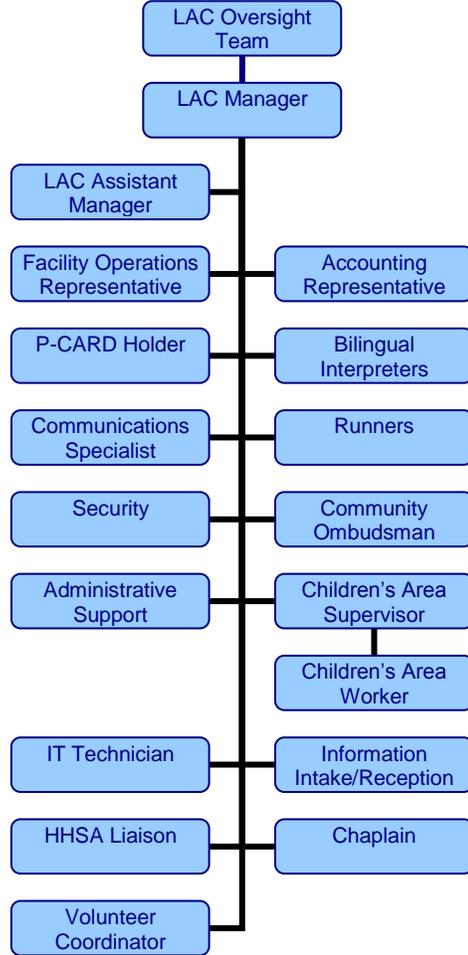
- Work with Oversight Team to develop Demobilization Plan
- Participate in the Demobilization Plan
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

### Organizational Structure

#### LAC OVERSIGHT TEAM



#### LAC TEAM



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