Local Assistance Center (LAC) Training

Accounting Representative

**Mission**

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

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**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.

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**Quick Tips**

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

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**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.

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**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.