

Finance Section Coordinator Checklist

Responsible for managing all financial and administrative aspects of a response and into the recovery phase.

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Get incident briefing from IMT		
2. Supply F-A staff names to Logs staffing to activate if necessary		
3. Request funding information (is preparedness backing or some other program)		
4. Request funding codes (OCA and open to what Orgs)		
5. Request Charge Object for People First		
6. Send an e-mail to Logs Staffing with Charge Object and timekeeping instructions (disaster pay, no disaster pay etc.)		
7. Look for an Executive Order if expected, if yes request companion SSG order (Jennifer Tschetter)		
8. Brief Procurement Unit Leader, include any special messaging regarding meals, codes, overtime, disaster pay etc.		
9. Activate OPS Staff by: Call Penny, heads up coming soon... <ul style="list-style-type: none"> • Identify vacant OPS Position to use • Collect HR Package (we have FEMORS as contract deliverable, CM is Joanna Colburn/PM is Larry Bedore, SMRTS are on file, Vivian maintains/PM is Bobby, DBH is maintained by Mike Haney &/or Michele Sheffield). Need Application, I9, W4, DL, SS, Employee Ack, Oath of Loyalty, background screen) • Create a spreadsheet for OPS Mission including the following: Names, Working Title (not State Title, i.e. use Nurse Supervisor, Logistician, Paramedic etc.), hourly rate (get from PM), and start date. • Send HR Package and Spreadsheet to Penny Dyer or delegate in HR. Penny will enter the PAR on behalf. • Update Constellation positions are active and OPS Timekeeping instructions. 		
10. Complete daily division estimates by: <ul style="list-style-type: none"> • Complete Excel spreadsheet established by DEM or Recovery (if none supplied use one from previous event). • Use 203 report stored on z drive for staff listing and dates activated • For salaries based on staff listed on 203 hourly rate with dates activated assuming 12 hour days unless otherwise indicated in event. Incorporate any OPS from above. • For other categories use purchase log and coordinate with Procurement Unit Leader for pending purchases and travel. • Submit to Recovery daily, Recovery is responsible for collecting other divisions and CHDS. 		
<i>Within Two Operational Periods</i>		
1. Supply F-A staff names to Logs staffing to activate if necessary/rotation		
2. Brief Procurement Unit Leader, include any changing information		
3. Activate OPS as outlined above.		
4. Complete daily division estimates and submit to Recovery		
<i>Each Operational Period</i>		
1. Supply F-A staff names to Logs staffing to activate if necessary/rotation		
2. Brief Procurement Unit Leader, include any changing information		
3. Activate OPS as outlined above.		
4. Complete daily division estimates and submit to Recovery		

Activities to be completed	Complete	NA
<i>Upon Demobilization</i>		
1. Debrief with IMT		
2. Debrief with Procurement Unit Leader & Recovery		
3. Ensure completed mission folders have been supplied to Recovery		