

Job Action Sheet  
Finance Officer

Date Issued: 10/10/2006  
Date Revised: 10/10/2006

Finance Officer: Comptroller  
Reports To: Emergency Incident Commander  
Finance Officer Telephone Number: 773-702-1940

Mission: Monitor the utilization of financial assets. Oversee the acquisition of supplies and services necessary to carry out the University's mission. Supervise the documentation of expenditures relevant to the emergency incident.

Immediate

1. Receive appointment from Emergency Incident Commander;
2. Obtain packet containing Section's Job Action Sheets;
3. Read this entire Job Action Sheet and review organizational chart on back;
4. Put on position identification vest;
5. Obtain briefing from Emergency Incident Commander;
6. Appoint Time Unit Leader, Procurement Unit Leader, Claims Unit Leader, and Cost Unit Leader; distribute the corresponding Job Action Sheets and vests (may be pre-established);
7. Confer with Unit Leaders after meeting with Emergency Incident Commander; develop a section action plan;
8. Establish a Financial Section Operations Center; and
9. Ensure adequate documentation/recording personnel.

Intermediate

1. Approve a "cost-to-date" incident financial status report submitted by the Cost Unit Leader every eight hours summarizing financial data relative to personnel, supplies, and miscellaneous expenses;
2. Obtain briefings and updates from Emergency Incident Commander, as appropriate;
3. Relate pertinent financial status reports to appropriate chiefs and unit leaders; and
4. Schedule planning meetings to include Finance Section unit leaders to discuss updating the section's incident action plan and termination procedures.

Extended

1. Assure that all requests for personnel or supplies are copied to the Communications Unit Leader in a timely manner;
2. Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior;
3. Report concerns to appropriate medical personnel;
4. Provide for staff rest periods and relief; and
5. Other concerns.