



## Finance and Administration Section Chief

**You Report To:** MACE Manager

**Mission:** Track all events and expenditures associated with public health events

### Immediate:

Action	Completed
At initial briefing, identify resources required for section operations.	
Coordinate with agencies, municipalities, and sites for expenditures and workforce time tracking	
Begin Chronological Event Log	

### Intermediate:

Action	Completed
Maintain Chronological Event Log	
Collect and compile documents from agencies, municipalities and sites <ul style="list-style-type: none"> <li>○ Workforce sign-in/out sheets.</li> <li>○ Equipment sign-in/out sheets.</li> <li>○ Overtime logs</li> <li>○ Accident investigation reports</li> <li>○ Contracts and agreements with supply vendors</li> <li>○ Expenditures</li> <li>○ Cost summaries or spreadsheets</li> <li>○ Resource logs</li> <li>○ Agency specific records and summaries</li> <li>○ Unit log/status report compilation.</li> </ul>	
Prepare 'cost-to-date' reports for each briefing	
Maintain security of documents and records.	
Provide routine progress and/or status reports to MACE Manager.	

### Extended:

Action	Completed
Submit all expenditures for reimbursement to appropriate state and Federal agencies.	
Update and train replacement	