



MCI POSITION DESCRIPTIONS CONTINUED

## FINANCE SECTION CHIEF

<b>Function</b>	Responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance Section.
<b>Report To</b>	Incident Commander (radio designator "IC")
<b>Radio Designator</b>	Your radio designator is " <b>Finance</b> "
<b>Subordinates</b>	Unit Personnel
<b>Duties</b>	<ul style="list-style-type: none"><li>- Obtain briefing from the Incident Commander</li><li>- Attend briefing with responsible agency to gather information</li><li>- Attend Planning meeting</li><li>- Develop operating plan for Finance Section</li><li>- Prepare work objectives for section, brief staff, make assignments, evaluate function</li><li>- Determine need for commissary operation</li><li>- Inform IC &amp; general staff of section operations</li><li>- Meet with assisting/cooperating agency reps as appropriate</li><li>- Provide cost analysis &amp; financial input during planning sessions</li><li>- Maintain daily contact with agency administration headquarters</li><li>- Ensure personnel time records are forwarded to home agencies</li><li>- Participate in all demobilization planning</li><li>- Ensure obligation documents are properly prepared &amp; completed</li><li>- Brief agency administration on incident related business management issues as indicated</li></ul>