

COST UNIT LEADER JOB AID

Position: Cost Unit Leader

Section: Finance/Administration Section

Mission:

To collect all cost data, to perform cost effectiveness analysis, to provide cost estimates, and to make cost saving recommendations.

Duties:

- ❑ Report to Finance/Administration Section Chief for situation briefing.
 - ❑ Establish cost reporting procedures.
 - ❑ Coordinate cost sharing agreements/protocols with Responsible Party and other jurisdictions.
 - ❑ Establish third party billing procedures.
 - ❑ Establish procedures for receiving and depositing funds.
 - ❑ Maintain cost tracking, analysis and estimates
 - ❑ Prepare cost summaries that provide total cost incurred and average cost per day.
 - ❑ Complete all records prior to demobilization.
 - ❑ Maintain unit log (ICS Form 214).
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