## **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).

Cost Unit Leader Job Aid RI DEM ERP 8-6-4