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).