

DISASTER RECOVERY FINANCE SPECIALIST

RESOURCE CATEGORY	Emergency Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Disaster Recovery Finance Specialist collects data related to force account costs, including labor, equipment, and material costs, using references such as bid documents, purchase orders, contracts, and invoices
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Disaster Cost Recovery Management Team). 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	The Disaster Recovery Finance Specialist: 1. Reviews damage descriptions and scopes of work specifications prepared by Disaster Recovery Data Collection Specialists in order to determine data, such as bid documents, purchase orders, contracts, and invoices, are in compliance with specifications 2. Works with disaster recovery funding streams from declaration to funding approval and grant closeout	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. E376: State Public Assistance Operations 4. E478: Public Assistance Grants Administration for Grantees 5. IS-632: An Introduction to Debris Operations 6. IS-634: Introduction to the Federal Emergency Management Agency's Public Assistance Program 7. IS-700: National Incident Management System, An Introduction 8. IS-800: National Response Framework, An Introduction 9. IS-2900: National Disaster Recovery Framework Overview	Not Specified

Position Qualification for Economic Recovery
Emergency Management

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> 1. Knowledge of finances in relation to collection of proceeds from insurance policies, Federal Emergency Management Agency (FEMA) Project Worksheets, Community Development Block Grants - Disaster Recovery (CDBG-DR), and other state, tribal, territorial, and local funding streams 2. Ability to use word processing, data management, finance, and scheduling software <p>Experience:</p> <p>Two years of experience working with finance, invoicing, contracts, and/or procurement</p>	Not Specified
PHYSICAL/MEDICAL FITNESS	Arduous	The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every three years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



Position Qualification for Economic Recovery Emergency Management

NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, NIMS 508: Disaster Cost Recovery Management Team
2. FEMA, NIMS 509: Disaster Recovery Data Collection Specialist
3. FEMA, National Incident Management System (NIMS), October 2017
4. FEMA, NIMS Guideline for the National Qualification System, November 2017
5. FEMA, National Response Framework, June 2016
6. Stafford Disaster Relief and Emergency Assistance Act, as amended
7. Title 44 Code of Federal Regulations (CFR): Emergency Management and Assistance
8. Public Health Service Act, Section 319
9. H.R.2642 - Agricultural Act of 2014, Subtitle E: Supplemental Agricultural Disaster Assistance Programs