

## DISASTER RECOVERY FINANCE SPECIALIST

<b>RESOURCE CATEGORY</b>	Emergency Management
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	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
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Disaster Cost Recovery Management Team).</li> <li>2. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment</li> <li>3. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days</li> </ol>

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
<b>DESCRIPTION</b>	<p>The Disaster Recovery Finance Specialist:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Works with disaster recovery funding streams from declaration to funding approval and grant closeout</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified
<b>TRAINING</b>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Incident Command System for Single Resources and Initial Action Incidents</li> <li>3. E376: State Public Assistance Operations</li> <li>4. E478: Public Assistance Grants Administration for Grantees</li> <li>5. IS-632: An Introduction to Debris Operations</li> <li>6. IS-634: Introduction to the Federal Emergency Management Agency's Public Assistance Program</li> <li>7. IS-700: National Incident Management System, An Introduction</li> <li>8. IS-800: National Response Framework, An Introduction</li> <li>9. IS-2900: National Disaster Recovery Framework Overview</li> </ol>	Not Specified

Superseded



Position Qualification for Economic Recovery  
Emergency Management

COMPONENT	SINGLE TYPE	NOTES
<b>EXPERIENCE</b>	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"><li>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</li><li>2. Ability to use word processing, data management, finance, and scheduling software</li></ol> <p>Experience:</p> <p>Two years of experience working with finance, invoicing, contracts, and/or procurement</p>	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	Performs duties under arduous circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Specified
<b>CURRENCY</b>	Functions in this position during an incident, exercise, drill, simulation, or planned event at least once every three years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified

Superseded



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## 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. Stafford Disaster Relief and Emergency Assistance Act, as amended
4. Title 44 Code of Federal Regulations (CFR): Emergency Management and Assistance
5. Public Health Service Act, Section 319
6. H.R.2642 - Agricultural Act of 2014, Subtitle E: Supplemental Agricultural Disaster Assistance Programs
7. National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualification System Guide, PMS 310-1, Physical Fitness Levels, October 2016

Superseded