

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
COST LEADER – BUDGET OFFICE

Position Assigned To: _____
You Report To: _____ (Finance Chief)

MISSION: Responsible for providing cost analysis data for declared emergency incident. Maintenance of accurate records of incident cost.

- Immediate ___ Receive Job Description from Finance Chief.
 ___ Read Job Description and put on position tag.
 ___ Obtain briefing from Finance Chief.
 ___ Meet with Materials/Supply, Procurement and Claims Leader to establish schedule for routine reporting periods.
- Intermediate ___ Prepare a “cost-to-date” report form for submission to Finance
 & Chief once every eight hours.
Extended ___ Inform all chief’s of pertinent cost data at the direction
 of the Finance Chief.
 ___ Prepare a summary of all costs incurred during the declared
 emergency incident.
 ___ Document all actions/decisions with a copy to Finance Chief.
 ___ Observe and assist staff who exhibit signs of stress and
 fatigue. Provide for staff rest periods and relief.
- ___ Direct non-utilized staff to Labor Pool.