

## Checklist 07 -Finance Coordinator

### Finance Coordinator Roles and Responsibilities

The designated Finance Coordinator will ensure that any needed arrangements are executed to support the administrative and monetary needs of Company personnel in responding to an event. They will handle all requests first from the President and EOD in handling incoming phone calls, data entry, document creation, and taking care of tasks such as travel arrangements, records location and assembly, and any other requested needs within their skill set.

In addition, other responsibilities may include arranging cash disbursements to field staff, the “wiring” of funds to the event location, establishing local charge accounts, coordinating and approving short term rentals and leases; and issuing or approving credit cards as needed. The Finance Coordinator contact will also work with DLA’s insurance broker(s) and underwriters to ensure prompt payment, or reimbursement of covered expenses.

### Immediate

Date / Time	ITEM
	Review position responsibilities (above)
	Report to the EOC as soon as possible (if required)
	Obtain briefing from EOD as appropriate.
	Assess the financial requirements for the response based on location of accident, number of victims, etc.
	Assess situation and establish immediate financial priorities
	Establish or activate special accounting codes and/or expense accounts as required.

### Intermediate

Date / Time	ITEM
	Determine needs for cash.
	Arrange for funds to be wired to local bank near accident site.
	Establish contact with insurance broker / underwriter and begin coordination of financial support and reimbursements <b>(Only After Initial Claim Filing by President)</b>
	Coordinate with EOC and Go-Team personnel on ongoing financial needs and expenditures
	Maintain contact with EOD, President, and CP to be available for any requests.

## DREAMLINE AVIATION, LLC

Emergency Response Plan  
Checklist 07: FINANCE COORDINATOR

Revision: Original  
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### Ongoing

Date / Time	ITEM
	Participate in conference calls as necessary
	Participate in planning meetings as required
	Ensure all accident response related expenditures are being documented and tracked
	Continue to monitor financial needs for Go-Team, Family Assistance, etc.
	Keep EOD informed on financial and administrative status
	Maintain contact and coordination with insurance broker and underwriter
	Authorize and establish charge accounts with local contractors as needed
	Prepare summary reports on all expenditures
	Assists with any insurance claim correspondence
	Assist and monitor all financial distributions