

School Immunization Program
Job Action Sheet

Chief, Finance

Mission

Secure funding and manage finances for the xxxxxx County school-located influenza immunization program

Equipment

Telephone, cell phone, computer, office space

Job qualifications

ICS training, financial management experience

Physical requirements

None

Responsibilities

Develop budget for immunization program

Secure finances

Solicit any necessary bids for vaccine/supplies/equipment

Receive and pay all invoices

Develop final budget report

If program to bill insurance, ensure billing system is operational