# Finance/Administration Section

**FIRES #116**

## Overview/Description

This course will provide candidates with the information necessary to fill various roles within the Finance/Administration Section on Type 1 and 2 wildfires.

Candidates will receive information and instruction in the following topics:

- Roles and Responsibilities of the Finance Section
  - Task Books and Certification Requirements.
  - Policies and Procedures (Financial and HR), and
  - Managing the Finance Section.

## Target Audience

Employees of the Alberta Government.

## Prerequisites

- Online Introduction to ICS I-100

## Registration

Forestry Division employees register through your local training contact.

Individuals outside of Forestry Division, please contact your local or Provincial training contact.