



Deb Terao
Financial & Administrative Officer (FAO)
 Policy interpretation/implementation
 Problem Resolution
 Liaison for HR issues (annual evals, Limited appts, performance issues, etc.)
 Coordinates Facilities Projects
 Financial Analyst for Botanic Gardens
 Final Approver/Pre-Approver for UCR applications

RC Sutton
Financial Operations Manager (FOM)
 Supervises Contracts & Grants functions
 Financial Analyst for EPS & ENSC and PI funds
 Reconciles TA/GSR payroll transactions
 Ad hoc financial reports

Amber Rhemrev
Financial Services Supervisor
 Supervises Purchasing & Cashiering functions
 (compliance/backup/problem resolution)
 Transfers Procard purchases to appropriate fund
 Oversees conference services

Timm Hannem
Research Administrator 3
 Financial Analyst for PI funds, including pre- and post-award
 Grad Student Fellowship Proposals
 Request Payroll Appts
 Annual Payroll Certifications

Jessica Ortiz
Research Administrator 2
 Financial Analyst for PI funds, including pre- and post-award
 Grad Student Fellowship Proposals
 Request Payroll Appts
 Annual Payroll Certifications

Jonah Gonzalez
Research Administrator 1
 Financial Analyst for PI funds, including pre- and post-award
 Grad Student Fellowship Proposals
 Request Payroll Appts
 Annual Payroll Certifications

Brian Wright
Fin Services Analyst 2
 Equipment Inventory
 Research Sales & Services Budget Development & Billing
 Ledger Reconciliation
 Backup to Receiving & Shipping

Carlos Moran
Purchasing & Travel Assistant 3
 Travel, Non-Travel & Entertainment Reimbursements
 Purchasing requests
 Web Recharges; Facilities, Fleet, P&R and Communication Requests

Angie Wilson
Purchasing & Travel Assistant 3
 Travel, Non-Travel & Entertainment Reimbursements
 Purchasing requests
 Web Recharges; Facilities, Fleet, P&R and Communication Requests

Charity Bell
Conference & Event Coord 3
 CNAS Conference Support
 Head Cashier for Botanic Gardens
 Conf/Event Budget Development and Billing
 Faculty Recruitment
 Dept Events
 Dept Chair Support

Mayra Gandarilla
Administrative Assistant 3
 Receiving & Mail Distribution
 Shipments & FedEx Orders
 Keys
 Room Reservations
 Updates to Facilities Mgt System (FMS)
 Website mgt & updates
 Email & Listserv maintenance