

**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

**Mayra Gandarilla**  
**Event Assistant 3**

CNAS Conference  
Support

Head Cashier for  
Botanic Gardens

Conf/Event Budget  
Development and  
Billing

Faculty Recruitment

Dept Events

Dept Chair Support

**Alyssa Ledesma**  
**Administrative**  
**Assistant 3**

Receiving & Mail  
Distribution

Shipments & FedEx  
Orders

Keys

Room Reservations

Updates to Facilities  
Mgt System (FMS)

Website mgt &  
updates

Email & Listserv  
maintenance