## **Deb Terao Financial & Administrative Officer (FAO)** Policy interpretation/implementation Problem Resolution Liaison for HR issues (annual evals, Limited appts, performance issues, etc.) Oversees Facilities Projects Financial Analyst for Botanic Gardens Final Approver/Pre-Approver for UCR applications **April Garcia RC Sutton Timm Hannem Admin Officer 2 Financial Operations Manager (FOM) Procurement Supervisor** Facilities projects/space survey/building safety/equip inventory Supervises Contracts & Grants functions Supervises Purchasing & Travel team Facilities Services work orders/ITS work orders Financial Analyst for EPS & ENSC and PI funds (compliance/backup/problem resolution) Pcard alloc/encumbrance release Reconciles TA/GSR payroll transactions Oversees department events and cash collections Backup for shipping/receiving/keys Ad hoc financial reports CNAS conference management **Jonah Gonzalez Brian Wright Lindsay Gomez** Jennifer Gonzalez **Jessica Ortiz** Erica Ben **Tracie Ventimiglia** Mayra Gandarilla **Fin Services Purchasing &** Research **Purchasing &** Research Research Administrative **Event Administrator 2 Administrator 2 Analyst 2** Travel Assistant 3 **Travel Assistant 3 Administrator 3 Assistant 3 Assistant 3** Research Sales & Travel, Non-Travel & Financial Analyst for Financial Analyst for Financial Analyst for Travel, Non-Travel & Receiving & Mail **CNAS Conference** PI funds, including Services Budget Entertainment PI funds, including PI funds, including Entertainment Distribution Support pre- and post-award pre- and post-award pre- and post-award Development Reimbursements Reimbursements & Billing Shipments & FedEx **Head Cashier for Grad Student** Purchasing requests **Grad Student Grad Student** Purchasing requests Orders **Botanic Gardens** Fellowship Proposals Fellowship Proposals Fellowship Proposals Ledger Reconciliation Web Recharges; Web Recharges; Keys Conf/Event Budget Fleet, P&R and Request Payroll Request Payroll Request Payroll Fleet, P&R and Development and Communications Internal financial Appts Appts Communications **Appts** Room assignments Billing reports Requests Requests **Annual Payroll** Annual Payroll **Annual Payroll** Room reservations **Faculty Recruitment** Certifications Certifications Certifications **Summer Session** backup for Facilities backup for Facilities Svcs and ITS work Svcs and ITS work Website mgt & **Dept Events** orders orders updates Dept Chair Support Email & Listserv maintenance