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

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

April Garcia
Admin Officer 2
Facilities projects/space survey/building safety/equip inventory
Facilities Services work orders/Communications work orders
Pcard alloc/encumbrance release
Backup for shipping/receiving/keys

Timm Hannem
Procurement Supervisor
Supervises Purchasing & Travel team
(compliance/backup/problem resolution)
Oversees department events and cash collections
CNAS conference management

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

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

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

Stephanie Morales
Fin Services Analyst 2
Research Sales & Services Budget Development & Billing
Ledger Reconciliation
Internal financial reports
Summer Session

Lindsay Gomez
Purchasing & Travel Assistant 3
Travel, Non-Travel & Entertainment Reimbursements
Purchasing requests
Web Recharges; Fleet, Printing, and ITS work orders
backup for Facilities Svcs and Communications work orders

Erica Ben
Purchasing & Travel Assistant 3
Travel, Non-Travel & Entertainment Reimbursements
Purchasing requests
Web Recharges; Fleet, Printing, and ITS work orders
backup for Facilities Svcs and Communications work orders

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

Tracie Ventimiglia
Administrative Assistant 3
Receiving & Mail Distribution
Shipments & FedEx Orders
Keys
Room assignments
Room reservations
Website mgt & updates
Email & Listserv maintenance

effective Oct2024