

# BEES Administrative Team

## Roles & Responsibilities



# **BEES Administrative Team**

**Botanic Gardens**

**Earth & Planetary Sciences**

**Environmental Sciences**

**Support for Faculty-hosted Conferences**

# BEES Administrative Team

**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 payroll transactions

Ad hoc financial reports

**Amber Rhemrev**

**Financial Services Supervisor**

Supervises Purchasing & Cashiering functions

(compliance/backup)

Transfers Procard purchases to appropriate fund

Coordinates conference services

Fin Analyst 2 tasks on interim basis

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**RC Sutton**

**Financial Operations Manager (FOM)**

Supervises Contracts & Grants functions  
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and PI funds  
Reconciles payroll transactions  
Ad hoc financial reports

**Abraham Juliot**

**Receiving/Tech/Web Assistant 3**

Receiving & Mail Distribution  
Shipments & FedEx Orders  
Keys & Room Reservations  
Updates to Facilities Mgt System (FMS)  
Web Master

**Timm Hannem**

**Research Administrator 2**

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

**John Russ**

**Research Administrator 1**

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

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**Amber Rhemrev**

**Financial Services Supervisor**

Supervises Purchasing & Cashiering functions  
(compliance/backup)  
Transfers Procard purchases to appropriate fund  
Coordinates conference services  
Fin Services Analyst 2 tasks on interim basis

**TBD – in recruitment**

**Financial Services Analyst 2**

Head Cashier for Botanic Gardens  
Equipment Inventory  
Sales & Services Budget Development  
& Billing  
Ledger Reconciliation  
Coordinates Faculty Recruitment

**Carlos Moran**

**Purchasing & Travel Assistant 3  
Environ. Sciences & Botanic Gardens**

Processes Travel, Non-Travel & Entertainment  
Reimbursements & Purchasing requests  
Process Web Recharges; Facilities, Fleet, P&R and  
Communication Requests

**Angie Wilson**

**Purchasing & Travel Assistant 3  
Earth & Planetary Sciences**

Processes Travel, Non-Travel & Entertainment  
Reimbursements & Purchasing requests  
Process Web Recharges; Facilities, Fleet, P&R and  
Communication Requests  
Coordinates EPS Dept Events  
Provides EPS Chair Support

Please email Busy  
Bees for all  
requests and  
inquiries

[busybees@ucr.edu](mailto:busybees@ucr.edu)



# BEES Administrative Team

**Thank you!**