

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

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

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