

STAFF	RESPONSIBILITIES	ASSIGNMENTS
<b>Administrative Services:</b>		
Cherie McDougald Director, <i>Retired June 2016</i> <a href="mailto:cfmcdougald@ucanr.edu">cfmcdougald@ucanr.edu</a> (559) 646-6518	<ul style="list-style-type: none"> <li>•Serving in special assignment since August 2016</li> <li>•Special projects as assigned by Assoc. VP and Vice Provost</li> <li>• UC &amp; ANR policy/ procedure interpretation and guidance</li> <li>• Coordination with ANR administrative services units &amp; UCD business service units</li> </ul>	
Emily LaRue Assistant Director <a href="mailto:elarue@ucanr.edu">elarue@ucanr.edu</a> (559) 646-6079	<ul style="list-style-type: none"> <li>•Business administration and allocations for county-based UCCE</li> <li>•Day-to-day oversight of BOC-K activities</li> <li>•Account management services coordination</li> <li>•UC &amp; ANR policy &amp; procedure interpretation</li> <li>•Liaison with UCD &amp; UC ANR administrative units</li> </ul>	

<b>Financial Services Team:</b>		
Emily Melton Casado Financial Services Manager/Supervisor <a href="mailto:emeltoncasado@ucanr.edu">emeltoncasado@ucanr.edu</a> (559) 646-6537	<ul style="list-style-type: none"> <li>•Financial services coordination</li> <li>•Oversight of purchasing, accounts payable, travel &amp; entertainment cash collection and gift acceptance activities</li> <li>•UC &amp; ANR policy &amp; procedure guidance</li> <li>•Leadership of Financial Services Team</li> </ul>	
Lorraine Holm Financial Services Team Leader <a href="mailto:lholtm@ucanr.edu">lholtm@ucanr.edu</a> (559) 646-6590	<ul style="list-style-type: none"> <li>•Purchasing/business contracts</li> <li>•Accounts payable approvals</li> <li>•Travel and entertainment review and approval</li> <li>•Cell phone service coordination</li> <li>•AggieBuy</li> <li>•Equipment inventory</li> </ul>	Travel: M-Z
Nora Rodriguez Financial Services Team Leader <a href="mailto:njrodriguez@ucanr.edu">njrodriguez@ucanr.edu</a> (559) 646-6532	<ul style="list-style-type: none"> <li>•Cash collection review and approval</li> <li>•Accounts payable approvals</li> <li>•Travel and entertainment review and approval</li> <li>•Coordination of UC Purchasing and Travel and Entertainment cards applications</li> <li>•AggieBuy</li> </ul>	Travel: A-L
Maryann DeLecce Financial Services Assistant <a href="mailto:msdelece@ucanr.edu">msdelece@ucanr.edu</a> (559) 646-6083	<ul style="list-style-type: none"> <li>•Purchasing card transaction review &amp; approval</li> <li>•Processing of purchase orders/vendor invoices</li> <li>•Check requests</li> <li>•Cash collection</li> </ul>	Kern Kings Sacramento San Joaquin San Francisco San Mateo Santa Clara
Helen Moriyama Financial Services Assistant <a href="mailto:hymoriyama@ucanr.edu">hymoriyama@ucanr.edu</a> (559) 646-6081	<ul style="list-style-type: none"> <li>•Purchasing card transaction review &amp; approval</li> <li>•Processing of purchase orders/vendor invoices</li> <li>•Check requests</li> <li>•Cash collection</li> </ul>	Merced Plumas-Sierra San Diego San Luis Obispo Santa Barbara Shasta Trinity Ventura
Vacant – Under Recruitment	<ul style="list-style-type: none"> <li>•Purchasing card transaction review &amp; approval</li> <li>•Processing of purchase orders/vendor invoices</li> <li>•Check requests</li> <li>•Cash collection</li> </ul>	Alameda Amador Calaveras Contra Costa El Dorado Imperial
		Santa Cruz Solano Stanislaus Sutter-Yuba Tulare Yolo

Lorraine Adayan Financial Services Assistant <a href="mailto:laadayan@ucanr.edu">laadayan@ucanr.edu</a> (559) 646-6545	<ul style="list-style-type: none"> <li>•Purchasing card transaction review &amp; approval</li> <li>•Processing of purchase orders/vendor invoices</li> <li>•Check requests</li> <li>•Cash collection</li> <li>•Volunteer reimbursement check processing</li> </ul>	Colusa Inyo-Mono IPM@KAC Los Angeles Modoc Monterey	Orange Placer-Nevada Riverside San Benito San Bernardino Siskiyou Tehama
Tayoko Honda Financial Services Assistant <a href="mailto:thonda@ucanr.edu">thonda@ucanr.edu</a> (559) 646-6080	<ul style="list-style-type: none"> <li>•Travel processing</li> <li>•Purchasing card processing</li> </ul>	All Counties: EFNEP & Cal Fresh Programs	

<b>Account Management Services:</b>			
Jarnelle Nakaima Financial Analyst <a href="mailto:jnakaima@ucanr.edu">jnakaima@ucanr.edu</a> (559) 646-6088	<ul style="list-style-type: none"> <li>•Account management</li> <li>•Financial analysis and reporting</li> <li>•Income &amp; various donors account monitoring</li> <li>•Funding verification for staff employee hires/fund changes</li> </ul>		
Sharon Asakawa Account Management Analyst <a href="mailto:saasakawa@ucanr.edu">saasakawa@ucanr.edu</a> (559) 646-6543	<ul style="list-style-type: none"> <li>•Account management</li> <li>•New account set up</li> <li>•Award extensions</li> <li>•support to PIs for financial management of contracts/grants</li> <li>•liaison with ANR Contracts &amp; Grants Office and UCD Contracts &amp; Grants Accounting Office</li> <li>•Cost sharing reports</li> <li>•Effort reports</li> </ul>		
Laura Gonzales Account Management Assistant <a href="mailto:lsgonzales@ucanr.edu">lsgonzales@ucanr.edu</a> (559) 646-6084	<ul style="list-style-type: none"> <li>•Account close-outs</li> <li>•Overdraft monitoring</li> <li>•Salary expense and supplies/travel cost transfers</li> <li>•Account maintenance transactions</li> <li>•Gift acceptance review</li> </ul>		

<b>Payroll/Personnel System (PPS) &amp; Payroll Services Team:</b>			
Cindy Inouye Payroll/PPS Services Manager/Supervisor <a href="mailto:cvinouye@ucanr.edu">cvinouye@ucanr.edu</a> (559) 646-6535	<ul style="list-style-type: none"> <li>•Coordination of academic &amp; staff payroll services and Payroll/Personnel System processing services</li> <li>•Payroll policy interpretation</li> <li>•Liaison with UCD Payroll Office and ANR Staff and Academic Personnel Units</li> <li>•Leadership of Payroll/PPS Services Team</li> </ul>		
Joyce Hatanaka Team Leader/PPS Services Assistant <a href="mailto:jshatanaka@ucanr.edu">jshatanaka@ucanr.edu</a> (559) 646-6517	<ul style="list-style-type: none"> <li>•Processing of PPS actions and fund changes</li> <li>•coordination of extensions &amp; appointments</li> </ul>		All Employees (L-Z)
Alliene Jordan PPS Services Assistant <a href="mailto:arjordan@ucanr.edu">arjordan@ucanr.edu</a> (559) 646-6511	<ul style="list-style-type: none"> <li>•Processing of PPS actions and fund changes</li> <li>•coordination of extensions &amp; appointments</li> </ul>		All Employees (A-K)
Vacant – Under Recruitment	<ul style="list-style-type: none"> <li>•Payroll and time reporting</li> </ul>		Bi-Weekly Staff (A-K) All Advisors
William Moua Payroll Services Assistant <a href="mailto:wmoua@ucanr.edu">wmoua@ucanr.edu</a> (559) 646-6078	<ul style="list-style-type: none"> <li>•Payroll and time reporting</li> </ul>		Bi-Weekly Staff (L-Z) All Monthly Staff