# MCEEB Business Center Support Staff

## FINANCE & ACCOUNTING - TEAM

**JOHNSON, Barb (1.00)**  
Administrative Operations Mgr IV  
BSW 310A  
621-7562  
johnsonb@arizona.edu

- All EEB & MCB Dept Accounts
- Training
- Dept Budgets
- Temp Teaching/Instruction/Course Fees
- Miscellaneous Student Support
- EEB Grant Proposals
- Space/AIB/APR

**LEON, Vince (1.00)**  
Grants & Contracts Administrator II  
BSW 310D  
621-0245  
vleon@arizona.edu

- Aux&Vehicles
- Cubeta (UBRP)
- Enard
- Ferriere
- Hackett
- Mangin

- Papaj
- Reinthal
- Schroeder
- Wiens
- Yao
- P-Card Liaison
- Special Projects
- Custom Reports

## HR - PERSONNEL-PAYROLL

**SCHWARTZ, Lili (1.00)**  
Human Resources Generalist III  
BSW 310C  
621-3784  
hildaq@arizona.edu

- Position posting
- Payroll/SET's
- New hire processing
- Benefits
- Termination/Retirement
- VISA's
- Temp Teaching

## PRE-AWARD (GRANT PROPOSALS)

**JACOBSON, Paige (.49)**  
Grants and Contracts Administrator II  
BSW 310  
626-5525  
paige@arizona.edu

- Postaward

**JOHNSON, Barb (1.00)**  
Administrative Operations Mgr IV  
BSW 310A  
621-7562  
johnsonb@arizona.edu

- EEB Grant Proposals
- Space/AIB/APR

- Badyaev
- Barker
- BMCB TG
- Bolger, Molly
- Bolger, Tim
- Bronstein
- Dlugosch
- Dornhaus

- Badyaev
- Barker
- BMCB TG
- Bolger, Molly
- Bolger, Tim
- Bronstein
- Dlugosch
- Dornhaus

## BUSINESS SUPPORT & PROCESSING

**REYNA, Belinda (.75)**  
Accounting Assistant II  
BSW 310  
621-1415  
breyna@arizona.edu

- Travel
- P-Card Processing/Reconciliation
- Reimbursements, Requisitions, Invoicing
- Vendor Request

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*updated: 12.14.22*