



Hamilton County, Ohio
Court of Common Pleas
Job Opportunity
An Equal Opportunity Employer

Posting Number: 49-36
Date Posted: February 28, 2019
Deadline to Apply: Open until filled

POSITION: Business Manager

DEPARTMENT: Hamilton County Court of Common Pleas – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: Full-time; 70 hours bi-weekly (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position may require some work beyond normal hours.*)
FLSA STATUS: Salaried/Exempt
SALARY: \$2,291.18 Bi-weekly

Listed below are the **QUALIFICATIONS** for the position:

A Bachelor's degree from an accredited college or university plus four years' experience in a budgetary/business management position is required. An applicant with a Bachelor's degree in business administration, finance, accounting, or similar field, is preferred. Must successfully complete a background investigation which includes a polygraph examination. Must also possess the knowledge, skills and abilities as listed in the job description.

(To obtain a copy of the job description, please send your request to the e-mail address listed below.)

Listed below is a summary of the **JOB DUTIES:**

Under the direct supervision of the Chief Probation Officer, the Business Manager oversees the entire fiscal operation of the Probation Department. Additional areas of responsibility include facilitating reimbursement agreements with outside agencies, state grant reporting and record-keeping, and general office management. Pre-screens department purchases and business transactions. Approves vendors, opens accounts and monitors expenditures. Manages inventory system for all fixed assets, supplies, equipment and furnishings, for compliance with county and state regulations. Assists Chief Probation Officer and other department managers and supervisors in strategic planning. Supports Chief Probation Officer in special projects and assignments. Performs office management duties. Attends staff meetings and other related meetings as required. Prepares written reports as required. Works closely with BSI (Budget and Strategic Initiatives) and other county departments. Develops the Probation Department's budget. Works with the Chief Probation Officer in negotiating for budget funding with the Office of Budget and Research. Oversees the preparation of monthly, quarterly and yearly budget and statistical reports. Reviews all financial transactions of the Probation Department on a regular basis. Oversees the filing system for the business office. Oversees the office supply disbursement system; ensures sufficient supplies are ordered and maintained. Trains staff on the proper use of the copier machines, telephone system, facsimile machines and other related office equipment. Reviews contracts for compliance with stated terms. Develops and maintains communication with the Ohio Department of Rehabilitation and Correction, and any other city, county, state or federal departments involved with the Probation Department; acts as fiscal agent for grant awards from these agencies. Performs related work as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org
Fax: (513) 946-5809
Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202