



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

Posting Number: 42-80
Date Posted: May 27, 2025
Deadline to Apply: Open Until Filled

POSITION: CMSNet Fiscal Manager

DEPARTMENT: Hamilton County Court of Common Pleas - CMSNet
LOCATION: 1000 Main Street, 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 work beyond normal hours.)*
FLSA STATUS: Salaried/ Exempt
SALARY RANGE: \$67,469 – 98,874 Annually

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

Listed below are the QUALIFICATIONS for the position:

A high school diploma, or its equivalent, with at least five years' experience working in an office setting. A college degree in business administration, public administration or a related field or previous experience as an office manager, business manager or fiscal officer preferred. Must possess the knowledge, skills and abilities as listed below.

Listed below is a summary of the JOB DUTIES:

This is a responsible CMSNet administrative position. Responsibilities include budgeting, purchasing, and records maintenance. CMSNet is a group of Court-related agencies that work cooperatively to integrate technology systems, procurement and support.

Essential Functions

- Develops the annual CMSNet budgets for approval by appropriate committees. Submits CMSNet annual budget to County.
- Prepares all fiscal reports, including quarterly and annual fiscal reports regarding CMSNet expenditures, revenues, projections, and any other fiscal reports as requested.
- Provides County's Office of Budget and Strategic Initiatives all information necessary for the development of the annual Cost Allocation Plan, including providing annual reports and creating new reports, as required.
- Reviews and tracks all CMSNet financial transactions.
- Approves vendors, creates requisitions, processes payments, and monitors expenditures using the County's provided accounting system.
- Assists in the development of annual and long-term budgetary plans for CMSNet relating to technologies in order to direct the continuous improvement of information systems, technologies, and services with input from CMSNet personnel, CMSNet agencies, and CMSNet vendors.
- Assists with the coordination of vendors to fulfill the contractual obligations and complete assignments of CMSNet and CMSNet agencies.
- Assists with the management and verification of compliance for CMSNet contracts.
- Facilitates communication with various County agencies and vendors on behalf of CMSNet.
- Supports CMSNet Project Director with special projects and assignments.
- Assists CMSNet agencies with the purchase of technology hardware and software.

Marginal Functions

- Prepares correspondence to CMSNet agencies and vendors as required.
- Maintains a significant amount of records and documentation in an organized manner for CMSNet.
- Prepares reports as required.
- Oversees the organization of all CMSNet files, digital and actual, to ensure compliance with County and State retention rules and to make sure files are readily available as needed.
- Oversees the management of the CMS inventory system for all CMSNet assets and ensures compliance with all County and State regulations.
- Performs related duties as required.

Positions Supervised

None.

Knowledge, Skills and Abilities

- Extensive knowledge of computers and information technology.
- Extensive knowledge of justice systems and related agencies.
- Knowledge of purchasing and the purchasing laws and procedures sufficient to procure all hardware and software solutions for CMSNet, prepare solicitations, and assist with contract negotiations.
- Skill in project management and strategic planning sufficient to develop strategic plans and manage vendor contracts.
- Knowledge, skill, and ability sufficient to create a budget, monitor financial transactions, and prepare budget projections.
- Knowledge of the organization and operation of County government.
- Ability to exercise independent judgment and make decisions.
- Ability to coordinate interdepartmental activities.
- Ability to recognize and address sensitive interpersonal relationships.
- Ability to maintain an efficient working environment.
- Ability to establish and maintain effective liaisons with other justice agencies.
- Ability to operate standard office equipment, including a computer, copier, calculator, telephone and facsimile machine.
- Excellent written and oral communication skills as well as strong negotiation skills.
- Ability to plan and prioritize work according to deadlines.
- Ability to read and prepare reports, with recommendations.
- In-depth knowledge of Microsoft © Office Suite, including Microsoft Word, Excel and PowerPoint, as required to prepare reports, budget worksheets and presentations.
- Must maintain confidential information as required.
- Ability to work under stressful and demanding conditions.
- Ability to interpret operating procedures and guidelines to resolve unusual work problems.
- Ability to add, subtract, multiply, and divide and to make mathematical computations rapidly and accurately.
- Ability to communicate and cooperate with Court personnel and other county agencies and personnel.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of Court structure and operations.

Working Conditions

Moderate noise in business office setting.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms
- Must be able to transfer up to 25 pounds.

Physical Demands, cont.

- Ability to sit continuously at a work station for periods of two hours or more.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to converse effectively with other individuals both in person and by telephone.
- Visual ability sufficient to operate standard office equipment such as fax machine, copier and computer, and to read and prepare reports, correspondence and instructions.
- Ability to reach into file drawers in standard four-drawer filing cabinets.

Communications

Conveys and receives information in person, in writing, and over the telephone, as well as by automated means.

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