



Ohio Second District Court of Appeals

POSITION TITLE: Business Operations Coordinator

Salary Range: \$69,555 - \$80,870

FLSA Status: Exempt

Division: Administration

Type: Full Time, M-F, 8:30 a.m. - 4:30 p.m.

Reports to: Court Administrator

Supervisory Responsibilities: N/A

SUMMARY

The Second District Court of Appeals of Ohio is one of twelve intermediate appellate courts within Ohio's state court system and has jurisdiction over original actions and appeals arising out of trial courts within its six-county jurisdiction. The Court has five elected judges and a twenty-person staff. The Court's salaries and employee benefits are funded through the Supreme Court of Ohio, and its operating expenses are funded by its six counties and processed through Montgomery County where the Court is headquartered. The Business Operations Coordinator works under the general direction of the Court Administrator to manage the Court's business operations including but not limited to management of the budget and financial accounts, procurement of goods and services, processing employee payroll and benefits, and facilities maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Budget:

- Coordinate preparation and submission of annual operating budget and capital improvement requests. Manage end-of-year processes, including the closing of the current year and opening of a new fiscal year.
- Serve as the primary manager of the Court's financial accounts. Ensure funding for and timely payment of bills and obligations using Montgomery County's financial management system.
- Enter requisitions and purchase orders, process invoices for timely payment, and resolve payment processing issues. Track expenditures and reconcile accounts.
- Prepare financial reports and retain financial documents in accordance with record retention guidelines.

Purchasing and Inventory:

- Facilitate the procurement of supplies, new equipment and furniture, computer hardware and software, and services in compliance with purchasing policies and procedures. Obtain quotes and coordinate orders, delivery, and installation. Identify and resolve

issues with the purchasing process and examine purchase orders, invoices, and materials received for accuracy and satisfaction.

- Liaison with Montgomery County Data Processing Department for procurement and maintenance of computer and electronic equipment, software, and network services. Maintain and implement equipment replacement schedule.
- Maintain an inventory of goods and equipment. Arrange for disposal of surplus equipment and furnishing.
- Maintain records of purchase agreements and service contracts and function as the primary contact with vendors for questions and troubleshooting.
- Prepare and process travel, training, and reimbursements in accordance with Court policy.

Personnel:

- Serve as the primary payroll processor in the State of Ohio OAKS system. Maintain timekeeping software database, reconcile leave balances, and generate reports as needed.
- Assist with the onboarding and separation of employees and judges. Collect and process documentation for hiring, termination, salary adjustments, leave, and other personnel actions.
- Serve as the primary liaison between the Court and the Ohio Supreme Court's Human Resource Department for benefit and payroll matters including compensation changes, leave balances, and benefit questions. Assist the Court Administrator with policies and compliance with EEO, ADA, FMLA, FLSA and other employment-related laws.
- Maintain accurate and confidential personnel records in accordance with regulations and retention schedules.

Facilities and Other Duties:

- Coordinate with building maintenance and housekeeping departments concerning the facilities, including general maintenance, repairs, and improvements.
- Complete other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and analytical skills with knowledge of public sector accounting procedures.
- Proficiency in computer applications including financial software, timekeeping programs, and Microsoft Office Excel and Word. Must have the ability to adapt to new software to meet the changing needs of the job. Experience with Microsoft D365 Finance and Operations is a plus.

- Effective oral and written communication skills for a diverse audience, including judges, staff, government partners, and vendors.
- Ability to prepare accurate and detailed financial and payroll reports.
- Must multitask effectively and be able to work independently and with a team. The position requires sound judgment and reasoning, attention to detail, and problem-solving skills.
- Ability to reliably manage assigned work and meet deadlines.
- Must maintain sensitive and confidential information with the highest ethical standards.
- Arrive at work on time and be present during scheduled work hours. Maintain a professional demeanor in all interactions.
- Cooperate with the judges, administrators, co-workers and partner agencies to accomplish the court's work in the most efficient way possible and represent the court with honesty and integrity.

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited institution, preferably with course work in Accounting, Public Administration, or other Business-related program and two years of full-time experience in public sector accounting/purchasing functions; or High School Diploma with five years of experience in public sector accounting/purchasing functions; or any combination of training and public sector work experience which indicates possession of the required skills, knowledge, and abilities. Prior experience in a court or other public sector entity is preferred.

PHYSICAL REQUIREMENTS

This is largely a sedentary role; however, some filing and lifting is required. While performing the duties of this job, the employee is regularly required to create documents on a computer screen, file, and/or lift office equipment and boxes up to twenty pounds. This position requires the ability to remain seated for long periods of time, lift files and boxes, bend, and stand, as necessary, and read relatively detailed documents when word processing and using a computer screen. The employee regularly converses verbally with others in person and by email/telephone/video.

BENEFITS

This position offers a generous State of Ohio employee benefits package including medical coverage, free dental, vision and basic life insurance premiums, vacation leave, personal leave, sick leave, 11 paid holidays per year, and OPERS retirement benefits.

APPLICATION REQUIREMENTS

Submit letter of interest and resume via email by close of business on **April 24, 2026** to:

Jim Nealon
Deputy Administrator
NealonJ@mcoho.org

Second District Court of Appeals of Ohio
41 N. Perry St., Dayton, Ohio 45422