

NOW HIRING — SENIOR LEADERSHIP

DIRECTOR OF OPERATIONS / PRACTICE ADMINISTRATOR

Leading people, HR, payroll, finance and operations for a doctor-owned oral & maxillofacial surgery practice.

Competitive

SALARY + BONUS

15+

TEAM MEMBERS LED

On-Site

MODESTO, CA

Owners

REPORTS TO

| ABOUT THE PRACTICE**| Lead the Business. Not Just the Office.**

Greater Modesto Dental Implant and Oral Surgery Center is a well-established oral and maxillofacial surgery practice serving the Modesto, CA community — a dedicated team of 15+ professionals committed to exceptional patient care in a collaborative, high-standards environment.

Our long-time office manager is retiring, giving us the opportunity to recruit our next leader with intention. This person will work directly with our doctor-owners and carry significant responsibility and authority over the business. We are seeking a Director of Operations / Practice Administrator to lead day-to-day operations — financial oversight, HR, benefits, and office operations. A clinical background is not required; we want proven management, financial, and HR leadership.

“We do not want someone who simply agrees with us. We want someone whose judgment we trust.”

— THE PRACTICE OWNERS

| THE ROLE**| Key Responsibilities****FINANCIAL MANAGEMENT**

- Budgeting, cash flow, A/P & A/R, and financial reporting
- Manage accountant, bookkeeper, and banking relationships
- Monitor profitability, P&L, labor costs, and KPIs
- Oversee payroll processing and compliance

PRACTICE & OFFICE OPERATIONS

- Oversee daily operations for smooth patient flow
- Manage vendors, supplies, facilities, and equipment
- Improve systems, workflows, and practice management software
- Ensure OSHA, HIPAA, and regulatory compliance

HR & BENEFITS

- Full-cycle HR: recruiting, onboarding, performance, offboarding
- Administer benefits, including the practice's 401(k) plan
- Ensure employment law compliance; handle employee relations
- Maintain policies, handbooks, and procedures

LEADERSHIP

- Direct liaison between ownership/doctors and staff
- Lead, mentor, and manage a team of approximately 15+
- Drive growth initiatives alongside ownership
- Develop department leaders; lead management meetings

WHAT YOU BRING

Qualifications

REQUIRED

- ✓ 3+ years in practice management, business operations, or office administration leadership (medical, dental, or professional services)
- ✓ Demonstrated experience managing finances, budgets, and financial reporting
- ✓ Experience with HR functions, including benefits administration and employee relations
- ✓ Strong leadership and team management skills
- ✓ Proficiency with QuickBooks, Microsoft Office/Excel, typing, and 10-key

PREFERRED

- ✓ Experience in a dental, medical, or healthcare practice setting
- ✓ Bachelor's degree in Business or Healthcare Administration, or equivalent experience
- ✓ Knowledge of California employment law and healthcare compliance (HIPAA, OSHA)
- ✓ Experience with dental/medical practice management or EHR software

WHO WE ARE

You May Be a Great Fit If...

- ✓ You've successfully led a team of 15 or more
- ✓ You've managed payroll, budgets, HR, and performance
- ✓ You don't tolerate gossip, cliques, or chronic negativity
- ✓ You'll tell an owner when something should be done differently
- ✓ You understand a P&L and enjoy the "why" behind the numbers
- ✓ You're comfortable having difficult conversations
- ✓ You can resolve conflict without becoming part of it
- ✓ Your instinct is to investigate problems and bring solutions

THE OFFER

Compensation & Benefits

BASE SALARY	COMPETITIVE SALARY
▪ Eligible for practice performance bonus ▪ Health insurance ▪ Professional development & executive education supported	▪ 401(k) with match ▪ Paid time off / holidays — 3 weeks ▪ Relocation assistance may be available

TO APPLY, PLEASE SUBMIT

- 1 Your resume
- 2 A brief cover letter explaining why this opportunity interests you and your reason for considering a change
- 3 A description of the largest team or organization you have directly managed
- 4 One example of a significant people, operational, or financial problem you inherited — and what you did about it

Submit your resume and the materials above to greatermodhiring@gmail.com

GREATER MODESTO DENTAL IMPLANT & ORAL SURGERY CENTER IS AN EQUAL OPPORTUNITY EMPLOYER.