

Job Title: Business Administrator
Location: Los Angeles, CA (On-site)
Organization: The House Institute Foundation (HIF)
Compensation: \$70,000 – \$80,000 annually
Employment Type: Full-Time, Exempt, In- person 100%

About The House Institute Foundation (HIF)

The House Institute Foundation is a nonprofit organization dedicated to advancing hearing science through education, and groundbreaking research. For over 75 years, HIF has been at the forefront of discoveries that improve hearing and balance care worldwide. We are seeking a **Business Administrator** to support our operations and help drive organizational growth.

Position Summary

The Business Administrator will provide operational, financial, and administrative support to ensure the efficient functioning of HIF and House Children Hearing Center (HCHC). This role is ideal for a detail-oriented professional who thrives in a mission-driven environment and enjoys balancing organizational management with hands-on execution. We are seeking a detail-oriented and highly organized Business Manager to oversee the daily operations of our audiology clinic. This role is essential in ensuring that our providers can focus on delivering the highest quality patient care while the business side of the practice runs smoothly and efficiently. This role is in person, five days a week.

Key Responsibilities

- **Financial Administration**
 - Assist with budgeting, forecasting, and financial reporting, by preparing monthly and quarterly financial reports for clinic leadership.
 - Monitor accounts payable/receivable, vendor contracts, and expense tracking.
 - Support audit preparation and compliance with nonprofit financial standards.
 - Monitor clinic revenue cycle: insurance billing, accounts receivable, collections, and financial reporting.
- **Operational Management**
 - Oversee day-to-day business to ensure organizational efficiency.
 - Supervise front office/reception and administrative staff, providing training and performance evaluations.
 - Ensure compliance with HIPAA, OSHA, and other healthcare regulations.
 - Coordinate with audiologists and hearing aid specialists to support smooth patient flow and scheduling efficiency.

- Manage vendor relationships (supplies, hearing aid manufacturers, service contracts).
 - Implement and maintain policies, procedures, and administrative workflows.
 - Maintaining business licenses and credentials for all clinic sites and HIF operations.
 - Maintaining subscriptions, IT functions, software updates
 - Submit clinic, office, research purchase orders to vendors
 - **Human Resources Support**
 - Assist with recruitment, onboarding, payroll coordination, and employee benefits administration.
 - Maintain HR records and ensure compliance with employment regulations.
 - Oversee staff scheduling, HR administration, payroll, and compliance with employment regulations.
 - **Board & Program Support**
 - Provide administrative support to leadership, including scheduling, reporting, and board meeting coordination.
 - Assist with program tracking, grant reporting, and donor communications as needed.
 - **Compliance & Risk Management**
 - Ensure adherence to nonprofit governance, HR, and financial regulations.
 - Support grant compliance and record-keeping for funding agencies.
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Qualifications

- Bachelor's degree in Business Administration, Finance, Nonprofit Management, or related field (or equivalent experience).
 - 3+ years of experience in business operations, administration, or nonprofit management.
 - Strong understanding of budgeting, bookkeeping, and financial reporting.
 - Proficiency in Microsoft Office Suite, QuickBooks (or similar accounting software), and CRM systems.
 - Excellent organizational, time-management, and problem-solving skills.
 - Strong interpersonal and communication abilities, with the ability to work collaboratively across teams.
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Compensation & Benefits

- **Salary:** \$70,000 - \$80,000 annually
- Comprehensive health, dental, and vision insurance
- Paid vacation, sick leave, and holidays

- 401(k) retirement plan with employer contribution
 - Opportunities for professional development and training
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How to Apply

Interested candidates should submit a resume and cover letter by clicking the link below:
<https://forms.gle/MbBgN2coMNxvL4VS7>