



**DCN, LLC (dba Dakota Carrier Network)**, a provider of high-speed broadband communication services, is looking for a **Business Manager** to join our team! This job is responsible for all HR functions and may also perform various accounting duties and administrative support. This is an opportunity for the right person to become a member of a team that lives their core values and has a great culture! The position will be located in DCN's Fargo office and report to the CFO.

**Job Duties:**

- Responsible for Human Resources functions including maintaining employee files and job descriptions.
- Perform, review, and process bi-weekly payroll reporting to third-party payroll processor, as well as applicable quarterly payroll reporting.
- Maintain Employee Handbook
- Responsible for time management reporting for DCN employees.
- Responsible for employee hiring process, onboarding process and conducting exit interviews.
- Benefits Administrator (Health, HSA Accounts, Other Insurances) and primary point of contact for DCN.
- Company administrative insurance contact.
- Coordinate DCN's Safety Program.
- Make arrangements to support internal and external functions held at the office.
- Maintain and order office supplies and building supplies for the office
- May provide general accounting duties as assigned by the CFO.
- May assist with project management duties as assigned by CEO or CFO related to business operations.

**Preferred Qualifications:**

- Ability to work well with a variety of customers and business associates. Must have excellent oral and written communications skills and attention to detail.
- Must be able to establish new processes with limited supervision.
- Five years of general office experience. Computer knowledge and expertise required.
- Bachelor's degree in related field.
- Payroll tax law and employment law knowledge required.

**BENEFITS:** DCN offers a competitive salary and benefit package.

**Please send cover letter and resume to the following address:**

**DCN Human Resources Manager  
PO Box 2484, Fargo, ND 58108  
Or email to: [hr@dakotacarrier.com](mailto:hr@dakotacarrier.com)**