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## **Analyst, Benefits Data; Electronic Data Interchange (EDI) Team – Full-Time**

Do you enjoy solving problems, analyzing data, and figuring out why things don't match? Do you have experience with employee benefits, payroll systems, insurance carriers, HRIS platforms, or electronic data files? Do you enjoy working behind the scenes to make sure information gets where it needs to go accurately and on time? If you answered "yes" to these questions, we want to hear from you! Please submit your resume today.

Benefit Allocation Systems, LLC ("BAS") is actively searching for an Analyst to join our EDI Services Team. As a benefits data Analyst, you will play an important role in ensuring accurate data exchange between BAS, insurance carriers, payroll vendors, and our clients.

This is a hybrid position which may have periodic in-office presence at our King of Prussia office as business needs require. BAS business hours are 8:30 a.m. to 5:00 p.m. Monday through Friday, Eastern Time.

### **What You'll Do**

#### **Manage Eligibility and Data Exchange Processes**

- Generate and transmit eligibility files to insurance carriers.
- Generate and distribute payroll deduction files to clients and payroll vendors.
- Process inbound payroll and demographic data imports into MyEnroll360.
- Generate self-billing reports for clients and carriers.
- Monitor daily file processing and resolve file exceptions, errors, and fallout.
- Perform detailed reconciliation of participant enrollment data between BAS and carrier systems.
- Analyze large data sets to identify discrepancies and determine root causes.
- Ensure timely and accurate transmission of critical benefits information.

#### **Support Carrier and Payroll Integrations**

- Build, test, and validate new eligibility, payroll deduction, and data import files.
- Participate in implementation meetings with clients, carriers, payroll vendors, and internal teams.
- Coordinate file testing activities and document results.
- Work with BAS Programming and Technology teams to implement new data exchange solutions.

#### **Partner with Clients and Internal Teams**

- Serve as a point of contact for data-related client and carrier questions.

- Support Account Managers with file processing, reconciliation, and reporting needs.
- Develop strong working relationships with carriers, payroll vendors, and client contacts.
- Assist with special projects and client implementations.

### **Contribute to Team Success**

- Support fellow team members during peak workloads.
- Participate in discussions regarding file layouts, data requirements, and process improvements.
- Identify opportunities to improve efficiency, automation, and data quality.

### **Qualifications**

- 2+ years of experience in EDI, benefits administration, payroll integration, data analysis, healthcare administration, insurance operations, HRIS administration, or a related field.
- Experience working with electronic data interchange, eligibility files, payroll files, or similar data exchange processes.
- Strong analytical and problem-solving skills.
- Excellent organizational and time management abilities.
- Strong attention to detail and commitment to data accuracy.
- Proficiency with Microsoft Excel, including sorting, filtering, formulas, and data analysis functions.
- Ability to manage multiple priorities in a fast-paced environment.
- Strong written and verbal communication skills.

### **Preferred Qualifications**

- Experience with ANSI 834 eligibility files.
- Experience with benefits administration platforms, HRIS systems, payroll systems, or insurance carrier enrollment systems.
- Experience with data mapping, file testing, reconciliation, and troubleshooting.
- Knowledge of employee benefits administration, eligibility management, COBRA, or insurance enrollment processes.
- Experience working with healthcare carriers, TPAs, payroll vendors, or benefits technology providers.
- Familiarity with CSV, fixed-width, XML, or other structured file formats.

### **About BAS**

Benefit Allocation Systems, LLC is a King of Prussia, PA-based benefits administration company providing professional benefits administrative services to employers across the

country. Our team uses proprietary systems as operational tools to deliver enrollment, billing, and administrative services to clients and their employees.

### **Why BAS**

At BAS, you'll join a team that values training, development, and long-term growth. You will work alongside experienced professionals who are passionate about benefits administration and technology. We offer opportunities for professional growth, exposure to a wide range of clients and systems, and the ability to make a meaningful impact on the benefits experience of thousands of employees nationwide.

We offer a comprehensive benefits package, including:

- Fully paid health insurance
- 401(k) with employer match
- Flexible spending accounts
- Health Savings Account
- Legal Plan coverage
- Generous paid time off
- Paid time off for all federal holidays
- Life and disability coverage

**Benefit Allocation Systems, LLC is an Equal Opportunity Employer for all protected groups under applicable federal, state, and local laws, including protected veterans and individuals with disabilities.**