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Manager, Data Exchange & EDI Operations – Full-Time

Are you experienced working with data integrations, file specifications, and vendor system connections? Do you enjoy analyzing data, troubleshooting integration issues, and working directly with clients to resolve complex problems?

Benefit Allocation Systems, LLC (BAS) is seeking a Manager to lead our Data Exchange and EDI operations. This is a hands-on leadership role responsible for managing file integrations between our MyEnroll360 platform, payroll vendors, and insurance carriers.

You will lead and train a team while also working directly with data files, querying and analyzing data, troubleshooting issues, and coordinating with clients and vendors to implement and maintain reliable integrations.

Why Join BAS

This role sits at the intersection of payroll, benefits administration, data integrations, and client implementations. You will help strengthen operational processes, support automation and AI-assisted validation tools, and improve the reliability and scalability of our integrations.

BAS offers a comprehensive benefits package including fully paid health insurance, flexible spending accounts, a 401(k) with vested employer match, generous PTO, time off for federal holidays, legal plan coverage, and employer paid life and disability insurance.

This is a hybrid position with some in-office presence as business requires in King of Prussia, PA.

Key Responsibilities

- Manage daily EDI and data exchange operations
- Lead integrations with payroll vendors and insurance carriers
- Query and analyze data to identify discrepancies, resolve issues, and support client reporting needs
- Interpret file specifications and configure data mappings
- Lead project planning and execution for new integrations, coordinating timelines, testing cycles, and production readiness
- Coordinate testing cycles and production launches with vendors and clients
- Generate and transmit eligibility and payroll deduction files
- Validate inbound and outbound data files and perform quality control checks
- Monitor SFTP transmissions and troubleshoot delivery failures

- Serve as the escalation point for file errors, integration issues, or transmission failures
- Identify opportunities to improve EDI processes, workflows, and operational efficiency while maintaining strong data controls
- Support implementation of automation and AI-assisted validation tools
- Maintain documentation for file specifications, mappings, and operational procedures
- Train, mentor, and support the EDI team to ensure consistent processes and high-quality output
- Support audit requests and ensure compliance with security and privacy practices

Characteristics

- Hands-on problem solver
- Detail oriented with strong data accuracy focus
- Organized and process driven
- Strong analytical thinker
- Comfortable working directly with clients and vendors
- Clear communicator able to explain technical issues and data findings

Skills and Qualifications

- Experience with EDI, file integrations, or structured data exchange
- Strong data analysis and querying skills
- Experience interpreting file specifications and mapping data fields
- Familiarity with SFTP transmissions and file-based integrations
- Understanding of enrollment data formats such as HIPAA 834 is a plus
- Advanced Excel skills and strong data analysis capability
- Project planning and execution background
- Experience leading, mentoring, and training a team

Requirements

- Bachelor's degree preferred
- Experience in payroll, benefits administration, insurance, or similar data environments preferred
- Ability to work both independently and as part of a team
- Secure remote work capability
- Commitment to privacy and secure handling of sensitive data

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.