

## EDI Analyst – Full-Time

Are you looking for a position with a growing company? Do you have background working in the electronic data interchange field? Do you get excited verifying, analyzing, and resolving data discrepancies? Do you like working with files and making data fit where needed? Are you analytical, dependable and detail oriented? 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 experienced EDI Analyst to join our EDI Services Team.

Why join our team at BAS? We offer a comprehensive benefits package, including fully-paid health insurance, flexible spending accounts, a 401(k) plan with a fully-vested matching contribution, generous PTO, time off for all federal holidays, and employer-provided life and disability coverage. We also provide state-of-the-art technologies for your laptop, phone, and other mission-critical equipment to ensure seamless operations and eliminate common frustrations associated with inadequate employer support. And of course, you'll have the opportunity to collaborate with an awesome team of coworkers.

This position is mostly remote but does require some in-office work at our King of Prussia office, as needed (anticipated 1 or 2 days per week). Our standard work hours are Monday to Friday, 8:30 am to 5:00 pm.

**About BAS:** BAS is a leading provider of Software as a Service employee benefit administrative solutions for employers. Our flagship product, MyEnroll360, offers clients a secure online system for enrolling and managing employee benefit plans. MyEnroll360 facilitates seamless communication between clients and BAS to ensure efficient administration of employer-provided insurance benefits.

**Main Duties and Responsibilities:** The EDI Analyst supports BAS' customers' electronic data interchange needs by testing and verifying EDI solutions. The EDI Analyst researches, analyzes and resolves electronic data discrepancies while working with customers, carriers and internal team members.

Your key responsibilities will include:

- Generate and send eligibility files to insurance carriers
- Run high-level meetings and speak with clients and carriers
- Send payroll deduction files to client and/or payroll vendor
- Load payroll import files into MyEnroll360
- Generate self-billing reports
- Process assigned files and address fallout in a timely and professional manner
- Review carrier reports to reconcile participant enrollment data
- Develop and maintain professional relationships with personnel at carrier organizations and clients
- Build, test and implement carrier, import and deduction files using BAS internal tools
- Participate in implementation meetings
- Analyze error reports
- Develop and maintain excellent relationships with internal team members

- Maintain confidentiality in all aspects of handling client data as well as strict adherence to rules in the treatment of PHI and PII

**Characteristics:** To thrive in this role, you should possess the following characteristics:

- Patience and a friendly demeanor
- Attention to detail
- Strong organizational skills
- Flexibility to adapt to changing priorities
- Ability to remain calm under pressure
- Strong multitasking abilities
- Quick learner
- Active listener
- Positive attitude
- Independent worker

**Skills and Qualifications:** To qualify for this position, you should possess the following skills and qualifications:

- Strong analytical skills
- Strong technical and data management skills
- Proficient Microsoft Office & Excel skills
- Excellent time management, organizational and follow-through skills
- Proven ability to respond quickly
- Excellent communication skills, both verbal and written; professional business telephone skills
- Ability to plan and organize effectively
- Ability to recognize problems and delve into issues
- Operate multiple computer applications & windows
- Ability to multi-task
- Ability to translate identify and manage to conclusion data discrepancies
- Ability to cooperate, work and communicate well with coworkers and supervisors
- Ability to work at a fast pace while maintaining high quality results
- Ability to maintain confidentiality, treat others with respect and uphold company values

**Requirements:**

- College degree
- 1-3 years' experience in data analysis, EDI preferably
- Detail oriented
- Sit/Stand in front of a computer for extended periods of time
- Private/secure remote work capability
- Maintain utmost confidentiality and privacy as required by regulations and company policy
- Punctual & professional behavior

Benefit Allocation Systems, LLC is an Affirmative Action and Equal Opportunity Employer/Veterans/Disabled. All qualified applicants will receive consideration for employment without

regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status. Discrimination based on disability will not be tolerated. For questions, please contact the BAS Affirmative Action Officer at 800-945-5513.