



Title: **EDI Integration Analyst**
Location: Any Location/Hybrid/Remote

JOB SUMMARY

The EDI Integration Analyst will manage the configuration, validation, and maintenance of the EDI integrations (X12 HIPAA EDI Release 5010) and Proprietary file feeds. This person will be familiar with Benefits Enrollments and 360 Payroll file feeds.

JOB DUTIES

- Design, implement, and support EDI and proprietary integrations for benefits and payroll data feeds between internal systems and external partners
- Analyze inbound and outbound file specifications (e.g., eligibility, deductions, payroll) and translate business requirements into technical mappings
- Support onboarding of new vendors, and carriers by setting up and validating new EDI and file feed integrations
- Partner with payroll, benefits and IT teams to gather requirements, clarify data definitions, and resolve integration issues
- Monitor scheduled file feeds, ensure timely delivery, and respond to alerts or exceptions
- Configure and maintain data transformations using a custom-built data mapping tool, ensuring accurate field-level mapping and data integrity

REQUIRED EXPERIENCE / QUALIFICATIONS

- Bachelor's degree in Information Systems, Business, Analytics, or a related field, or equivalent experience.
- Strong understanding of data mapping, transformation logic, and file layouts (JSON, fixed-width, delimited, XML, CSV)
- Ability to work in a fast-paced, team environment with the goal of meeting tight deadlines under pressure
- Ability to simultaneously manage multiple and competing priorities
- Excellent verbal & written communication skills
- Employee Benefits plans knowledge (coverage tiers, plan structure breakdown)
- Technical aptitude
- Payroll integration knowledge (180,360)
- Experience troubleshooting data issues such as balancing errors, missing records, and field-level discrepancies
- Familiarity with secure file transmission methods (SFTP, FTP, encryption, PGP)
- Knowledge of payroll and benefits administration systems (e.g. UKG)

TECHNICAL SKILLS

- MS Office /Windows experience particularly financial modelling and data management in Excel
- Strong analytical and problem-solving abilities
- Excellent written and verbal communication skills