

Data Analyst

Benefitfocus is the leader in software and services for the healthcare benefits market. Through developing leading technology solutions, Benefitfocus allows consumers, employers and benefit providers to manage complex decisions in an ever-changing healthcare environment. Headquartered in Charleston, SC, Benefitfocus is a growing company solidly positioned in the 2 trillion dollar healthcare industry. Since its founding in 2000, Benefitfocus has experienced outstanding growth by delivering world-class customer service, providing the best technology available and operating a financially responsible organization.

As a Benefitfocus Data Analyst, you will be responsible for ensuring the integrity and synchronization of the data we provide to our clients. Data will come in the form of the policyholder's name, date of birth, coverage effective date, Social Security number, home address, etc. Because our data is continually being updated by our clients, the task of ensuring data integrity and synchronization is critical to the success of our company. Additional responsibilities include:

- Manage and run daily data extractions
- Query, or run error reports, to ensure the data is received without errors
- Research data discrepancies found during the data extraction process
- Manually correct data errors
- Be detail orientated to ensure data discrepancies are resolved before client dissemination
- Run weekly and monthly audits to capture statistical data related to the number of errors received and time taken to correct such errors
- Work under deadlines set forth by the Carrier

Benefitfocus offers challenging, exciting opportunities to goal-oriented individuals looking for an outlet to demonstrate their talents. Each associate has the opportunity to participate in continuing education activities while staying current with the latest information available. As a company, we invest in each person to ensure we maintain the best resources.

Skills Required:

- BA/BS degree with an emphasis in Accounting, Statistics, Business or similar field
- At least two years of professional work experience in a business related field
- An analytical thinker with a passion for 'figuring things out'
- An independent worker that can work in a fast paced, changing environment
- Advanced skills in Excel and advanced database systems (Oracle, SQL, Access)
- Previous experience using accounting software or statistical analysis tools helpful