COWDEN

JOB DESCRIPTION: Retirement - CONSULTANT

Summary:

This position is responsible for coordinating and completing client projects, presenting reports and communicating and responding to client needs, as appropriate.

Primary Responsibilities:

- Work within all aspects of pension actuarial client service: data reconciliation and management, asset reconciliation, liability production, funding results determination, accounting results preparation, participant statements and benefit calculations, etc.
- Present and communicate with clients.
- Review monthly utilization to ensure that standards are met or exceeded.
- Participate in training programs to develop a better understanding of retirement and actuarial concepts.

Technical Skills:

- Strong project management skills.
- Ability to work on and complete multiple tasks under aggressive timeframes.
- Proactive with clients or other parties.
- Strong verbal and written communication skills.
- Ability to work both independently and within a team to meet common goals.
- Proficient in ProVal, Microsoft Excel and Outlook. Experienced in Word and PowerPoint.

Education:

- College Degree with major in related field or equivalent education and experience
- Actuarial Credentials – EA, ASA, or FSA preferred but not required. Preference for candidates interested in pursuing further credentials.

Experience:

- A minimum of five (5) years of directly related experience with a consulting firm or insurance company.
- Ability to complete and analyze actuarial projections.
- Good understanding of applicable laws and regulations, accounting standards, actuarial principles.

Reports to: Retirement Practice Leader

Interested candidates please email cover letter and resume to gninfo@cowdenassociates.com

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