



▲ ACRIURE® | AGENCY PARTNER

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