



ACTUARIAL ANALYST JOB DESCRIPTION

Summary

The position is responsible for supporting consultants and actuaries by completing client projects and valuations, and by participating in any presentations and communication of client projects.

Responsibilities

- Work closely with actuaries and consultants to assist with client projects
- Responsible for the timely and accurate collection, entry, verification, and management of data to be used for actuarial processing; prepare annual asset reconciliations
- Participate in client service planning meetings; prepare initial drafts of actuarial reports for review, including Remarks; prepare communication materials for transmitting reports
- Complete required work involved in the documentation and proper government filing of client materials (Form 5500, PBGC, 8955-SSA, etc.)
- Prepare individual employee pension statements and individual benefit calculations
- Assist with monitoring and staff reporting of regulatory due dates
- Participate in the presentation and communication of client projects as requested
- Assist with billing by inputting billable time with necessary details
- Partake in training programs to develop a better understanding of retirement and actuarial concepts
- Adhere to established fee budget

Technical Skills

- Strong project management skills
- Ability to work on and complete multiple tasks under aggressive timeframes
- Good verbal and written communication skills
- Work both independently and within a team to meet common goals
- Experience in Microsoft Excel, Word, Outlook, and PowerPoint

Education

- Bachelor's degree with major in related field or equivalent education and experience

Experience

- A minimum of zero (0) to three (3) years of directly related actuarial experience with a consulting firm or insurance company
- Ability to follow directions and focus on task at hand

Interpersonal & Team Working Skills

- Adjust easily to challenges by shifting easily among competing tasks to meet deadlines
- Form and state ideas and opinions confidently without infringing on others
- Collaborate with colleagues and clients by finding common ground to complete tasks and solve problems by seeking input from colleagues and clients to make informed decisions
- Demonstrate ability to establish rapport and gain the trust of others through active listening
- Act with integrity by regularly representing information accurately and honestly, dealing with others fairly and maintaining high standards of conduct despite pressure
- Function effectively without assistance or direction by regularly undertaking new tasks with minimum instruction or feedback
- Work well within diverse groups to achieve common goals by supporting team ownership of projects to ensure results and group goals over personal gains or using ideas or suggestions from others to improve productivity
- Work well in an unstructured environment and deal successfully with conflicting priorities to meet deadlines
- Demonstrate flexibility by accommodating shifting priorities and making sound decisions when faced with unclear situations
- Provide strong attention to detail by careful and thorough verification of all work to ensure accuracy
- Be proactive, creative, and innovative to solve problems and address issues
- Form sound opinions and make solid decisions using common sense to determine what is appropriate to the situation
- Take initiative and undertake new tasks
- Accept accountability for work, including errors or misjudgments
- Leverage experience, expertise, and work of others, where appropriate
- Proactively produce work product that meets or exceeds internal or external client expectations/needs

Reports to: Vice President, Actuarial