



## Job Description

### Actuarial Analyst

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### Position Summary

The primary purpose of this position is to work with the Senior Actuarial Analysts, Consulting Actuaries and Managing Partner to consult with private and public sector employers who sponsor retirement and healthcare benefits for their employees.

### Position Specifics

The position includes performing the following functions, including but not limited to:

#### Pension-related responsibilities

- Review and edit data
- Prepare liabilities using PROVAL valuation software
- Process government filings for IRS Form 5500 and PBGC
- Prepare Individual benefit calculations
- Calculate information for benefit statements
- Provide accounting information for FASB 87, 88, 132, 158 expense and disclosures (private sector)
- Provide accounting information for GASB 25 and GASB 27 expense and disclosures (public sector)
- Project future liabilities and costs for funding and accounting using PROVAL and other tools
- Design and redesign of plans using PROVAL and other proprietary tools
- Provide all of above information, as appropriate for nonqualified plans

#### Other post-employment benefit (OPEB)-related responsibilities

- Review and edit data
- Prepare liabilities using PROVAL valuation software
- Provide accounting information for FASB 106, 88, 112, 132, 158 expense and disclosures (private sector)
- Provide accounting information for GASB 43 and GASB 45 expense and disclosures (public sector)
- Project future liabilities and costs using PROVAL and other tools
- Design and redesign of plans using PROVAL and other proprietary tools
- Provide all of above information, as appropriate for nonqualified plans

#### Active health-related responsibilities

- Review and edit data
- Develop per capita claims costs for OPEB valuations using proprietary model
- Calculate IBNR claim liabilities
- Price benefit plans
- Determine active and retiree contribution rates
- Calculate COBRA rates
- Design and redesign of health plan changes
- Perform Medicare Part D actuarial attestation valuations

#### General

- Efficient in EXCEL, WORD knowledge preferred
- Communication skills strong
- Ability to work independently and on team
- Strong project management skills to meet multiple deadlines; ability to prioritize