

Post Date: September 18, 2018

Job Title: Actuarial Analyst

Category of Employment: Full-Time

FLSA Classification: Exempt

Office Location: Multiple Cheiron office locations are acceptable, including McLean, VA; Charlotte, NC; Annapolis, MD; Greater Metropolitan Philadelphia area (Mount Laurel, NJ); New York City, NY; Chicago, IL; Portland, OR; and San Diego, CA.

Position Summary: Seeking actuarial analysts with 2+ years of actuarial experience working with public sector pension and/or health plans to grow into future pension or health consultants. Strong ProVal skills are required. Job responsibilities include the following:

Essential Job Functions:

- Demonstrate understanding of basic pension and/or health rules and regulations
- Ability to perform each step within a typical pension and/or health valuation cycle with some assistance
- Validate, reconcile, and review participant/member data to be used in the actuarial valuation
- Analyze and review all aspects of valuation results, including review of liabilities, sample lives, gain/loss analysis, pricing models, and projection models
- Organize and prepare excel files to calculate results for funding valuations
- Expand upon existing understanding of valuation and/or pricing systems and results
- Draft pension and/or health valuation reports and/or update existing documents for new results
- Familiarity with reviewing plan documents and performing benefit calculations
- Depending upon years of experience, may serve as a project manager
 - Initiate project planning and organization
 - Monitor deadlines, project progress, and budget
 - Facilitate effective internal communication among team members
- Continued progress passing actuarial exams to attain FSA (and EA if pursuing a pension career track) actuarial designation

Required Skills and Competencies:

- Strong written and verbal communication skills are a must.
- Expertise in ProVal
- Expertise in Microsoft Office products including Excel, Word, and PowerPoint
- Expertise in Access, SQL, and/or JAVA a plus

Additional Requirements:



- Highly organized, detail oriented, and the candidate should possess analytical thinking and ability to problem solve.
- The ability to manage time in a dynamic work environment and to balance client projects while studying for exams.

Education and Experience:

- Bachelor’s Degree from a four-year college or university
- Must have passed at least three actuarial exams
- At least 2 years of actuarial work experience with public sector plans in a consulting environment.

Travel: Employee may be required to travel to client meetings eventually as well as internal Cheiron meetings. Frequency of travel may vary based on client assignments.

About Cheiron: Cheiron is a rapidly growing employee-owned actuarial and financial consulting firm that is focused on providing health and pension actuarial consulting services to our clients (multiemployer, public sector, and some corporate). Our mission is to empower benefit plan sponsors to understand and better manage their benefit programs and their resulting financial risks through innovative technological applications and unsurpassed professional expertise. About 100 employees work at Cheiron across the continental US at nine different office locations. Cheiron is flexible and has the unique ability to adjust work assignments to enable employees to have favorable client roles and opportunities and to continue optimal career growth.

Reasonable Accommodations:

Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Job Functions.

EEO Statement:

Cheiron Inc. is an Equal Employment Opportunity (EEO) employer that is fully committed to providing equal employment opportunities. Cheiron recruits, hires, trains, and promotes qualified individuals in all job titles without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, marital status, genetic information, status as a protected veteran, or status as an individual with a disability, and does not discriminate against or harass any individual on the basis of any such characteristics. Cheiron bases all employment decisions only on valid job requirements. Cheiron’s EEO policy has the full support of the Company, including its President and CEO.

If you are interested, please send your resume to the opportunities website at opportunity@cheiron.us with the subject line “Actuarial Analyst Application”.

