

Posting Begin Date: August 28, 2020

Posting End Date:

Job Position: Actuarial Analyst, McLean, VA, Chicago, ILL, Portland, OR, or possibly other Cheiron locations

Position Type: Full-time, Exempt

Expected Hours of Work: Monday through Friday from 9:00 a.m. to 5:00 p.m.

Cheiron, Inc., an actuarial firm with approximately 100 employees and eight office locations nationwide, has immediate openings for an Actuarial Analyst at offices located in Chicago, ILL, McLean, VA, Portland, OR or possibly other Cheiron locations. In addition to competitive pay, Cheiron offers a 401(k) profit sharing plan, competitive medical and dental benefits, paid time off, group life & AD&D and disability benefits.

Position Summary: Cheiron seeks an actuarial analyst with 0 to 2 years actuarial experience working with pension and/or health plans and a basic knowledge of the actuarial valuation process associated with these plans. Knowledge of ProVal is a plus. Essential Job Functions and Additional Duties are listed below. On the job training will be provided.

Essential Job Functions:

- Apply the steps within a typical pension and/or health valuation cycle with some guidance
- Ability to validate, reconcile and review participant or member data for actuarial valuation
- Reconcile and review valuation results including review of liabilities, sample lives, gains/loss analysis, pricing tools and projection models
- Manage excel files to calculate results for funding valuations
- Assist in preparing pension and/or health valuation reports including updating existing documents for new results
- Review plan documents and perform benefit calculations
- Continued progress passing actuarial exams to attain FSA (and EA if pursuing a pension career track) actuarial designation.

Education and Experience:

- Bachelor's Degree from an accredited college or university in Actuarial Science, Mathematics, Economics, Finance or related field
- Must have passed at least two Society of Actuary exams
- 0 to 2 years of actuarial work experience with pension and/or health plans
- Prior internship experience a plus

Competencies:

- Strong written and verbal communications skills
- Knowledge of Microsoft Office products: Excel, Word, PowerPoint
- Knowledge of Access, SQL and/or JAVA a plus
- Takes the initiative to learn through on the job training about actuarial pension and/or health valuations
- Knowledge of ProVal a plus

Knowledge and Skills:

- Highly organized, detailed orientated, and strong analytical thinking and problem-solving skills
- Excellent communication (verbal and written) and interpersonal skills Sound judgement

Supervisory Responsibility: This position has no supervisory responsibilities.

Travel: This position may be required to travel to client meetings and internal Cheiron meetings. Frequency of travel may vary based upon client assignments.

Other Requirements: Cheiron uses E-Verify - You must be legally eligible to work in the United States.

Reasonable Accommodations:

Cheiron provides reasonable accommodations to ensure equal opportunity in the application process; enable qualified individuals with disabilities to perform Essential Job Functions; and make it possible for employees with disabilities to enjoy equal benefits and privileges of employment.

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 in this position, please send your resume to opportunity@cheiron.us with the subject line "Actuarial Analyst Application".