



## Pinnacle Actuarial Resources, Inc. Job Description

### Consulting Actuary Full-Time

#### **SUMMARY**

Under direction from the supervising Principal, the **Consulting Actuary** will function as an independent advisor to insurance companies, corporations, federal, state and local governments, and trade associations on actuarial matters. Responsibilities include evaluations of the liabilities of insurance companies and other financial aspects with the ability to act as an expert witness giving testimony concerning actuarial issues. The Consulting Actuary will work as a Consultant delivering solutions for their clients. The Consulting Actuary will work with a client base from the Principals group and/or work toward developing their own client base. The Consulting Actuary will work in and lead project teams as well as lead actuarial analyses and services. Communicate complex technical results of the actuarial analyses of a given problem into the format, language, and context appropriate of the decision-makers for whom the results are relevant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- ▶ Manages client projects while working with other experienced Consultants.
- ▶ Interacts with clients on a daily basis and makes effective in-person presentations.
- ▶ Assists with training and development of staff.
- ▶ Tracks research, professional and billable time to ensure meeting annual goals.
- ▶ Attends trade shows and conferences. Secures speaking opportunities. Publishes in specialty area.
- ▶ Secures new business revenue and focuses on cross-selling opportunities.
- ▶ Responsible for ensuring that best practice is adhered to within their area, identifying deficiencies in procedures or systems, correcting as appropriate and referring to a Principal where necessary.
- ▶ Maintains continuing education compliance.
- ▶ Supports Quality Control Standards and implements improvements as needed.
- ▶ Maintains extreme confidentiality and discretion at all times. Maintains an appropriate filing system for all confidential materials.

#### **SUPERVISORY RESPONSIBILITIES**

This position could supervise Actuarial Analysts and Technical Analysts on a project by project basis, but not as a direct report.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- Minimum Bachelor of Arts or Bachelor of Science degree from an accredited college, accredited by an accreditation organization that has been reviewed and approved by the US Department of Education or accredited by the appropriate governmental agency if the degree was obtained outside the United States. A degree in mathematics, statistics, actuarial science or other related degree preferred. Would consider teachers, business majors or other related fields.
- Advanced level mathematical, statistical and actuarial methods in the performance of actuarial functions
- Strong communication, interpersonal, project and organizational skills
- Good presentation skills
- Strong project management skills
- 5 years experience
- Attention to detail and commitment to task
- Actuarial credential required
- Thorough knowledge of Microsoft Office software

## **LANGUAGE SKILLS**

Ability to read/write reports, business correspondence, technical procedures and governmental regulations. Ability to effectively present information and respond to questions from groups of managers and other employees within the company.

## **MATHEMATICAL SKILLS**

Strong mathematical aptitude and strong analytical skills.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

See education requirements.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.