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# Example of Associate, Actuarial Job Description

Our innovative and growing company is searching for experienced candidates for the position of associate, actuarial. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate, actuarial

* Adheres to internal and external compliance requirements/standards assures proper execution of regulatory/ legislative practices
* Assist with report preparation for prospect opportunities
* Assist in IBNR calculations, COBRA certifications and Minimum Value certifications
* Perform special projects as necessary
* Make a positive contribution to customer satisfaction and constantly strive to improve service to the customer
* Attend company, department, and staff meetings as required
* Attend position related seminars/classes as required
* Responsible for regular and punctual attendance
* Perform monthly and quarterly projections for Cash Flows, GAAP, Stat, and Stress
* Perform annual update of the projections and liaise with other business units to obtain various inputs

## Qualifications for associate, actuarial

* Ability to pay attention to detail, produce accurate results, and develop self-validation skills
* 2-4 years of actuarial experience in property and casualty insurance necessary
* Bachelor's degree or directly equivalent experience with a strong quantitative background preferred
* Strong technical skills and attention to detail are required for this position
* Previous experience with PolySystems LifeMaster preferred
* Includes travel to professional trade association and plan sponsor meetings