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# Example of Associate Actuary Job Description

Our company is searching for experienced candidates for the position of associate actuary. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate actuary

* Works with Life and Annuity product, valuation, and operational areas to identify opportunities to improve capital efficiency and/or generate capital for the organization
* Performs key actuarial functions including evaluation of the impact of cost of care initiatives, analysis of financial performance, and special projects
* Designs and completes special projects such as linking cost of care saving to financial performance and creating and/or reviewing financial presentations for senior level audiences
* Provides strategic advice to the VP & CFO of Clinical Solutions in reference to actuarial and financial analysis
* Works/coordinates with the direct reports of the VP & CFO of Clinical Solutions to identify and implement varied projects, programs and plans that support achievement of organizational goals
* Develops and maintains for the VP & CFO of Clinical Solutions an inventory of projects and their milestones/deliverables
* Makes PowerPoint presentations to internal stakeholders in reference to financial analysis, initiatives and/or projects
* Works closely with department Admin Assistant to maintain the VP & CFO of Clinical Solutions apprised of/schedule upcoming department commitments
* Monitor findings, recommendations and managements action plan resulting from validation reports, ensuring actions taken appropriately address concerns
* Analyze new types of risks and distribution channel models and develop loss picks and pricing for same using non traditional sources of information

## Qualifications for associate actuary

* ASA strongly preferred
* Prior exposure to either experience analysis or LTC is preferred
* Minimum of 4 years of actuarial experience required
* Strong team player, willing to perform in roles that assist lead
* Self-motivated and driving for results
* Proficient with Microsoft Excel, Access, Oracle, PL/SQL, and VBA