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# Example of Staff Actuary Job Description

Our innovative and growing company is hiring for a staff actuary. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for staff actuary

* Responsible for completion of year-end annual statement exhibits and validation of business controls
* In charge of annual cash flow testing for insurance products
* Conduct the annual GPV for traditional life products
* Support ad-hoc regulatory requests
* Designs, develops, and maintains analytical models, using a variety of corporate software tools
* Influences and leads development of appropriate assumptions and methods to use in models
* Performs and/or leads testing, analysis, and evaluation of model results, and identifies additional analysis needed
* Applies actuarial principles commensurate with the Fellow of Society of Actuaries certification
* Occasionally provides guidance and direction to less experienced staff members on some assignments
* Acts as a guardian of the company’s financial strength while also striving to increase the value we are able to deliver to members

## Qualifications for staff actuary

* Oversee strategic and tactical business planning, requiring close communication
* Serve as a point contact for the Actuarial department and manage ad-hoc requests from OCFO and other internal and external parties
* Serve as a direct communication channel to the Chief Actuary for any matters requiring their attention
* Manage the department communications through both formal and informal channels
* Plan, prepare and follow up on key calendar events and key recurrent meetings led by the Chief Actuary
* Assist the organization in its transformation efforts and ensure achieving operational efficiencies