

**Posting Begin Date: April 23, 2024**

**Posting End Date: June 30, 2024**

**Job Position:** Associate Actuary

**Category of Employment:** Full-Time

**FLSA Classification:** Exempt

Cheiron, Inc., an actuarial firm with approximately 100 employees and multiple office locations nationwide, has an immediate opening for an Associate Actuary. Cheiron offers competitive benefits to employees including:

- Salary with bonus opportunities for employees who surpass goals
- Actuarial study time, when meeting eligibility requirements
- 401(k) Profit Sharing
- Medical and dental insurance
- Paid time off
- Group life, accidental death/dismemberment, and disability benefits.

**Office Location:** All Cheiron office locations although Greater Metropolitan Philadelphia area (Mount Laurel, NJ); New York City, NY and McLean, VA are preferable.

**Expected Hours of Work:** You are expected to work at least 7.50 hours per day, Monday through Friday, during our normal business hours: 8:00 a.m. to 6:00 p.m. However, because of the nature of our business your work schedule may vary depending on client needs.

**Position Summary:** The Associate Actuary will provide pension consulting/actuarial services for various types of pension plans. The ideal candidate should be an ASA or FSA with several years of experience in pension consulting to multiple clients. While the position is primarily focused on providing consulting services, the successful candidate should be able to review actuarial results from the beginning of the process to finished product. Must be willing to improve pension consulting skills and methods across all assigned clients, if lacking that experience.

**Essential Job Functions:**

- Multi-task across several projects and thrive in a fast-paced environment
- Analyze and explore data and results for accuracy/issues, ensure data is appropriate, develop questions as necessary
- Reconcile and review pension valuation results including review of liabilities, sample lives, detailed gains/loss analysis, pricing tools and projection models
- Manage team/projects on-budget/on-time
- Assist in preparing pension reports including updating existing documents for new results, updating analysis, creating results and client presentations
- Review plan documents and perform/review benefit calculations/statements
- Some experience presenting actuarial pension results to clients
- Enjoys analyzing the results and digging into the numbers for accuracy (hands-on).

**Required Skills and Competencies:**

- Must be either an Associate of the Society of Actuaries (ASA), with the intention to continue taking exams to achieve the Fellow of the Society of Actuaries (FSA), or has already attained the FSA designation
- Must have experience with all aspects of pension plans, multiemployer experience is a plus
- Must have experience with pension plan actuarial valuations
  - Required accounting reports, liability determination, funding analysis, etc.
- Must have experience reviewing actuarial results in detail and enjoys being involved at multiple levels of pension consulting work
- Must possess strong oral and written communication skills
  - Ability to communicate complex actuarial issues clearly and concisely to a non-technical audience
- Participate in client and internal client team meetings
- Must be able to manage complex projects and clients
  - Manage deadlines and develop methodologies that work within deadlines and client-set budgets
- Excels at managing and communicating personal workflow
- Oversees the work of analysts as well as mentor and train staff
- Communicates and works cooperatively with junior analysts and senior consultants

**Additional Requirements:**

- Expertise in Microsoft Office products including Excel, Word, and PowerPoint
- Experience in Proval is a plus
- Expertise in Access, SQL, and/or JAVA a plus

**Education and Experience:**

- Bachelor's Degree from a four-year college or university
- At least five years of pension actuarial experience; is preferred

**Travel:** Must be willing to travel occasionally to client meetings, primarily in the greater Philadelphia metropolitan area and internal Cheiron meetings. As employee moves into a consulting actuary role, may be required to travel to client meetings more frequently. Actual amount of travel may vary based on client assignments.

**About Cheiron:** Cheiron is an employee-owned actuarial and financial consulting firm that is focused on providing health and pension actuarial consulting services to our clients (multiemployer, public sector, and some corporate). Our mission is to empower benefit plan sponsors to understand and improve the management of their benefit programs and their resulting financial risks through innovative technological applications and unsurpassed professional expertise. Over 100 employees work at Cheiron across the continental US multiple office locations. Cheiron is flexible and has the unique ability to adjust work assignments to enable employees to have favorable client roles and opportunities and to continue optimal career growth.

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

**Reasonable Accommodations:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Job Functions.

**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, please apply here: <https://cheiron.us/cheironHome/content/careers>