

TITLE	Actuarial Analyst
CLASSIFICATION	Exempt
REPORTING RELATIONSHIP	Supervisor
CREATED	September 2016

SUMMARY

The Actuarial Analyst works under the direction of a Senior Actuarial Analyst, Associate Actuary or Consultant to create, organize and input data into actuarial models. Effectively communicate with project teams to meet or exceed internal expectations. Ensure that projects are on time and meet Pinnacle’s standards of excellence.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions that include, but are not limited to, the following.

- Demonstrating proficiency with Microsoft Excel to build and analyze:
 - Loss development factors
 - Various elements of a rate indication
 - Expected funding indications
- Formatting work correctly and professionally
- Reviewing completed work to ensure that it is correct, complete and logical
- Maintaining progress toward the completion of the actuarial exams as defined in the Pinnacle Exam Policy
- Tracking and entering project time for client billing
- Proactively requesting additional work
- Ability to handle and process confidential information with complete discretion
- Complying with the Casualty Actuarial Society’s Code of Professional Ethics for Candidates

COMPETENCIES

- Analytical and mathematical proficiency
- Organizational ability
- Strong communication skills
- Microsoft Office
- Attention to detail

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This job operates in an office setting. This role routinely uses standard office equipment including laptop computers, office telephones and copiers.

PHYSICAL DEMANDS

This is largely a sedentary role, requiring use of office equipment including, but not limited to, a laptop computer and an office telephone. Most work is completed in a corporate office environment.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time, exempt position with required overtime as needed. Typical days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. local time.

TRAVEL

This position may require up to 10% domestic travel.

REQUIRED EDUCATION AND EXPERIENCE

- Pursuing Bachelors' Degree in Actuarial Science, relevant mathematical or insurance field
- Successful completion of at least one actuarial exam
- Actively pursuing credentials in the Casualty Actuarial Society

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None required for this position.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.