



# CareSource® **ACTUARIAL ANALYST I**

## **Job Summary:**

The Actuarial Analyst I is responsible for providing timely, accurate, and actionable data and analysis supporting the department, area, and corporate key initiatives.

## **Essential Functions:**

- Develops actionable recommendations to management relative to all analysis
- Calculates profitability reports on appropriate business segments
- Performs regular and ad-hoc analysis to identify opportunities to improve efficiency and affordability
- Performs regular and ad-hoc analysis/studies to evaluate assumptions used in other processes
- Participates in cross functional teams to address key issues facing the organization
- Prepares monthly calculation of the company's IBNR reserves
- Evaluates government reimbursement process to determine areas of risk and opportunity
- Participates in initiatives to improve operating results
- Initiates key analysis to improve overall MLR results
- Performs other duties as assigned

## **Education and Experience:**

- Bachelor's degree in actuarial science, mathematics, economics or a related field is required
- Strong database (SAS or Access) experience is preferred
- Managed Care or healthcare experience is preferred

## **Competencies, Knowledge and Skills:**

- Intermediate interpersonal/verbal communication skills and a high level of professionalism
- Intermediate written communication skills
- Intermediate ability to work independently and within a team environment
- Intermediate ability to work in fast paced environment with changing priorities
- Intermediate ability to remain calm under pressure
- Intermediate proficiency level with Microsoft Excel
- Intermediate proficiency with Microsoft Suite to include, Word, Power Point and Outlook

- Basic ability to effectively present information and respond to questions from peers and management
- Basic ability to analyze and interpret financial data in order to coordinate the preparation of financial records
- Basic knowledge of SQL, SAS, R, or other data manipulation software
- Effective problem-solving skills with attention to detail
- Effective listening and critical thinking skills

**Licensure and Certification:**

- A minimum of one exam passed under the Society of Actuaries Exam Syllabus is required; exam SRM via transition credit does not meet this requirement
- Active pursuit of an actuarial designation (ASA) is required

**Working Conditions:**

- General office environment; may be required to sit or stand for extended periods of time

**Compensation Range:**

\$58,000.00 - \$92,800.00

**Compensation Type:**

Salary

# SUMMER INTERNSHIP 2024 - ACTUARY

## Job Summary:

The CareSource Summer Intern is responsible for providing support on special projects, initiatives, and specific activities which will vary by assignment.

## Essential Functions:

- Specific activities will vary by assignment
- Assist with general office tasks
- Provide support on special projects and initiatives
- Gather and organize data
- Assist with research, analysis and reporting
- Participate in team meetings
- Perform any other job duties as requested

## Education and Experience:

- High School Diploma or equivalent is required
- Current junior or senior college / university undergraduate or graduate student in a credited degree program
- Minimum of 2.5 cumulative grade point average

## Competencies, Knowledge and Skills:

- Proficient with Microsoft Office Suite to include Outlook, Word, Excel and PowerPoint
- Good written and verbal communication skills
- Ability to work in a fast-paced environment
- Ability to work independently and within a team environment
- Effective listening and critical thinking skills
- Dependable, flexible and ability to maintain confidential information
- Effective problem solving skills with attention to detail

## Licensure and Certification:

- None

## Working Conditions:

- General office environment; may be required to sit or stand for extended periods of time

**Compensation Range:**  
\$33,200.00 - \$53,000.00

**Compensation Type:**  
Hourly