

Job Title	Actuarial Analyst 1
FLSA Classification	Full-Time; Exempt
Location	Any Pinnacle Office Location
Reports To	Associate Actuary or Consulting Actuary
Approved Date	January 21, 2020

SUMMARY

Reporting to an associate actuary or a consulting actuary, the **actuarial analyst 1** works under the direction of a supervisor, project manager or account executive to create, organize and input data into actuarial models. The actuarial analyst 1 will work to support client relationships by providing accurate information and feedback.

The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to accomplish each essential function satisfactorily.

- Participate in the delivery of actuarial consulting projects
 - Organize and input data accurately into actuarial models; modify existing actuarial models; and/or manipulate existing code for data processing and predictive modeling under the direction of a project manager
 - Complete technical review of data input into actuarial models; review actuarial models for technical accuracy
 - Format work correctly and professionally; ensure that work product is complete, correct and logical
 - Participate in client visits and calls as directed
 - Effectively communicate with project teams and manage internal expectations to ensure that projects are on time and meet Pinnacle standards for excellence
 - Communicate clearly with coworkers and supervisors regarding day-to-day projects
 - Suggest improvements to accuracy, efficiency, and/or quality of Pinnacle processes or work products to supervisor
- Proactively request additional work when available

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- Provide at least one actuarial presentation per year to internal colleagues
- Attend and participate in internal meetings
- Comply with the Casualty Actuarial Society's (CAS) Code of Professional Ethics for Candidates
- Sustain progress toward the completion of the actuarial exams as defined in the Pinnacle Exam Policy
- Enter time and expenses accurately and timely
- Handle and process confidential information with complete discretion
- File projects and materials according to Pinnacle's internal filing system
- Regular, predictable and punctual attendance in a Pinnacle office when not working off-site

COMPETENCIES

- Analytical and mathematical proficiency
- Basic knowledge of actuarial techniques
- Attention to detail and commitment to task
- Project coordination and organizational ability
- Manage multiple tasks and deadlines
- Proficiency with Microsoft Office software and additional software as needed
- Strong verbal and written communications skills
- Ability to extract relevant information from proposals

EDUCATION AND/OR EXPERIENCE

- Minimum Bachelor of Arts or Bachelor of Science degree from an accredited college or university; a degree in actuarial science, mathematics, statistics or other related degree preferred
- Advanced level mathematical, statistical and actuarial methods in the performance of actuarial functions
- Successful completion of at least two actuarial exams
- Actively pursuing credentials in the CAS
- Actuarial internship experience preferred

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

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TRAVEL

This position may require up to 10% domestic travel. Travel is typically outside the local area and overnight.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

An employee performing this job will be based out of either a professional office environment or a remote location such as the employee's home. The precise location the employee will perform this job will be determined by Pinnacle Actuarial Resources, Inc. in its sole discretion. Additionally, Pinnacle Actuarial Resources, Inc. reserves the right, in its sole discretion, to change, vary or alter the physical location that an employee performing this job works at in order to meet the needs of Pinnacle Actuarial Resources, Inc.

Regardless of whether this job is performed in a professional office environment or a remote location, this job routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in a professional office environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to operate computer equipment utilizing a variety of software programs; manipulate and review a variety of information, including but not limited to paper and electronic media; and communicate with others face-to-face and remotely. The employee frequently is required to remain in a stationary position for significant periods of time. The employee is occasionally required to move and traverse around and through the office. The employee is required to focus on, observe and perceive a variety of information, including but not limited to paper and electronic media at both close proximity and at moderate distances.

LANGUAGE SKILLS

Ability to read, write, comprehend and update reports, business correspondence, technical procedures and governmental regulations. Ability to effectively present information and respond to questions.

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REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form, including incomplete instructions.

OTHER DUTIES

This job description describes the essential functions of the position. It is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this position. Further, the job description does not prescribe or restrict the activities, duties or responsibilities that may be assigned to an employee in this position. The duties, responsibilities and activities required by this position are subject to change at any time at Pinnacle's sole discretion.