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ACTUARIAL ASSISTANT

Job Requisition Number: 5164
Department: Actuarial
Posting Job Title: Actuarial Assistant
Employment Status: Full-Time
Hours: 40 Hours, Monday-Friday
Location: 2600 Dodge Street
Omaha, Nebraska 68131-0000

External Description: **Actuarial Assistant**

Physicians Mutual is look for Actuarial Assistant. This person will ensure that contract values are correct, and that premiums charged are reasonable in relation to the benefits provided under the policy. Provides information to management and other areas of the company so that sound business decisions are made and the Company remains financially sound. Will consider candidates not pursuing their actuarial designation.

Job Responsibilities:

- Receives instructions and guidance on all assignments and refers questions or problems to supervisors.
- Compiles and categorizes data for experience analysis and prepares related reports.
- Prepares schedules of statistics, financial statements, premiums, reserves, documenting, and verifying factors used in computations.
- Performs experience studies for persistency, mortality, morbidity, and expenses.
- Support product development efforts.
- Prepares monthly reserves.
- Prepares actuarial related annual statement exhibits.
- Performs cash flow testing and asset/liability management.
- Support re-rating action and renewal credited rate setting.

Job Qualifications:

- Requires at least a 4 year degree in actuarial science, mathematics, statistics or economics.
- Ability to apply standard mathematical computations to a variety of assigned work projects.

- Ability to utilize various software packages such as LOTUS 1-2-3, FOCUS, PTS, and other software utilized for mathematical modeling, statistical analysis, etc., in order to analyze detailed business data.
- Ability to logically present voluminous data in a concise, understandable format.
- Ability to perform several projects while maintaining rigid deadlines.
- Ability to prepare basic financial and statistical reports.
- Demonstrated strong analytical and problem solving skills.