



Job Brief Form

Job Title: Business Analyst Actuarial Systems
Department: Business Technology
Division: Individual and Retirement Plans
Supervisor: Laurie Schneider
Company: UNIFI

Job Purpose/Function:

Contributes to an effective and efficient Business Technology area by functioning as a Business Technology Actuarial Services analyst supporting individual division systems for problem resolution and project work. Under general direction, provides analysis, testing, documentation, and problem solving including advanced insurance calculations. Demonstrates knowledge of business functions and has strong knowledge of assigned areas and functions. Understands implications of proposed changes to core system applications as well as interfaced business areas.

Essential Job Duties:

New Product/Product Enhancements implementation support – develop and utilize knowledge of products to provide support in values verification as well as active participation in cross-departmental development and communication meetings.

In Force Product Verification in a regression testing environment. This role includes a review of product functionality in administrative systems.

Effective at analysis and testing to identify and document system problems. Researches and assists others with problem cases. May monitor error reports, research errors, and correct as necessary. Researches problems to determine source.

Identifies and resolves issues impacting data quality within systems. Continually works to improve integrity of division systems and data.

Works with business area associates, IT, and project managers to understand problem situations and project needs. Also works with vendor as needed for problem resolution.

Develops and executes test grids for Unit Testing, User Acceptance Testing and Regression Testing. Inputs test policies to test assigned business functions. Applies understanding of products, distribution channels, and business functions to ensure system modifications are adequately tested. Utilizes automated testing tools where available.

Provides support for IT developer questions about business processes and unit testing requirements for both project and problem resolution work.

Maintains communication with manager, using status reports and other communication vehicles. Provides timely updates of problem reporting, enhancement testing and any other project documentation.

Employee has the express duty to comply with all applicable laws and regulations and with approved company policies, practices and procedures related to ethical market conduct activities. Employee further has the responsibility to immediately report known or suspected violations of laws, regulations and company policies, practices and procedures to the company's compliance officer.

Required Knowledge, Skills & *Competencies:

4yr College Degree – Actuarial Science or Math Degree
3 years of Insurance (Life/Annuity/Disability) values verification
Microsoft Excel proficiency, including the use of macros
Manage multiple priorities in a fast paced environment
Strong oral and written communication skills
Strong analytical skills
Ability to work in a team environment.
Strong organizational skills.
Knowledge of business area functions and products.
Systems analysis and acceptance testing skills.

*Competencies are defined as a collection of related knowledge, skills, abilities and other personal characteristics working together to produce outstanding performance in a given area of responsibility (e.g. initiative, conflict resolution, judgment).