

Lewis & Ellis, Inc. (“L&E”) – Actuaries and Consultants

Actuarial Associate, Property & Casualty Focus

Job Description: Support firm owners and/or consulting actuaries to provide actuarial and consulting services to firm clients. Analyze statistical data to forecast risk and liability for payment of future benefits. May ascertain insurance rates required and loss and loss adjustment expense reserves necessary to ensure payment of future benefits.

Job Tasks (Actuarial Associate)

- ❖ Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- ❖ Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- ❖ Interacting With Computers - Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
- ❖ Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- ❖ Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- ❖ Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
- ❖ Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- ❖ Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- ❖ Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- ❖ Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- ❖ Analyzing regulatory changes, identifying impacts to property & casualty insurance products

- ❖ **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job tasks.

Education and/or Experience:

- Minimum Bachelor of Arts or Bachelor of Science degree from an accredited college, accredited by an accreditation organization that has been reviewed and approved by the US Department of Education or accredited by the appropriate governmental agency if the degree was obtained outside the United States. A degree in mathematics, statistics, actuarial science or other related degree preferred. Would consider teachers, business majors or other related fields.
- Successful completion of at least one actuarial examination from Casualty Actuarial Society or similar actuarial body
- At least two years of experience in P&C actuarial work.
- Advanced level mathematical, statistical and actuarial methods
- Strong communication, interpersonal, project and organizational skills
- Good presentation skills
- Strong project management skills
- Attention to detail and commitment to task
- Thorough knowledge of Microsoft Office software
- Experience with P&C loss reserving software ARIUS is preferred

Language Skills

Ability to read/write reports, business correspondence, technical procedures and governmental regulations. Ability to effectively present information and respond to questions from groups of managers and other employees within the company.

Mathematical Skills

Strong mathematical aptitude and strong analytical skills.

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. All candidates will be required to take an assessment test.

Certificates, Licenses, Registrations

See education requirements.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Geographic Location

Preference to an individual who lives in or near Plano, Texas. Remote working or working from home is allowed.

Compensation

Base salary varies based on experience and exams passed, \$60,000 to \$75,000.