

OPEN POSITION:

# Actuarial Analyst



**POSITION:** Actuarial Analyst

**LOCATION:** PRM Consulting Group  
Rockville, Maryland

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**DESCRIPTION:**

As a result of new clients, **PRM Consulting Group** is seeking an actuarial analyst to join our team in Rockville, Maryland. We are seeking someone who enjoys working in a close-knit team environment. PRM's actuarial clients include municipal governments as well as private sector firms, both for-profit and not-for-profit.

**QUALIFICATION REQUIREMENTS:**

We are looking for someone with at least one year of relevant work experience, eligible to work in the United States, who has a degree in Actuarial Science or a related subject, demonstrated success in passing actuarial exams, with both strong analytical and communication skills. Some experience with ProVal preferred. The ideal candidate is someone with work experience in either employee healthcare or pension benefits.

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**JOB DUTIES:**

Work with team members to prepare actuarial valuations for defined benefit pension, retiree medical, and retiree life insurance benefits. Conduct benchmarking studies, comparing all employee benefit programs for surveyed employers and summarize findings in charts, graphs, and written reports.

Tasks include:

- Preparing data collection instructions to be sent to clients for annual and periodic evaluations
- Reviewing census data and reconciling with prior year data
- Preparing census data for valuations using ProVal valuation software
- Preparing and updating ProVal coding based on instructions from actuaries
- Examining test output and validating for accuracy and completeness
- Preparing and updating Excel, Word, and PowerPoint documents
- Reviewing healthcare plan brochures and summary plan documents, coding and revising parameters in Claros Analytics tool and developing health plan actuarial values
- Preparing numerical illustrations of benefit values and prevalence for benchmarking studies
- Estimating pension benefits using in-house benefit calculators
- Computation of participant benefits and preparation of benefit distribution materials
- Preparing government filings (Forms 5500 and PBGC Premium filings)

*Supporting actuaries and consultants on expert witness engagements*

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## BENEFITS OF WORKING AT PRM

- Work experience on a diverse set of clients
- Interesting work on a broad array of employee benefits (Retirement, Healthcare, Long-Term Disability, Life insurance, Paid Time Off) in a multi-discipline actuarial practice
- Solid support in your actuarial career:
  - Paid study time
  - Full reimbursement for actuarial study materials and exam fees<sup>1</sup>
  - Scheduled pay increases upon passing each actuarial exam and/or module, and
  - Pay increase upon attainment of actuarial credentials (ASA, EA, CERA, FSA)
- Employer-paid medical and dental insurance<sup>2</sup>
- 401(k) Plan with automatic 3% Employer Contribution
- Profit-sharing Plan
- Annual performance-based bonuses
- Mentoring and informal training on a wide range of employee benefits, compensation, and actuarial topics.
- Flexible work schedules

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## HOW TO APPLY:

Applications should be sent with resume to:

Email: [Hilda.Donovan@prmconsulting.com](mailto:Hilda.Donovan@prmconsulting.com)

Mail: PRM Consulting Group,  
3206 Tower Oaks Boulevard,  
Suite 400, Rockville, MD 20852  
Attention Hilda Donovan, Office Manager

All applications are confidential.

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<sup>1</sup> PRM pays 100% of the exam fees for the first and last sitting.

<sup>1</sup> PRM pays 100% of the cost for single coverage and subsidizes a portion of the cost for dependents.