About Us

Founded in 1992, Nicolay Consulting Group (NCG) is a family owned benefits consultancy based out of San Francisco. NCG serves clients primarily in California and throughout the west region of the United States. NCG supports government, church and non-profit clients with the compliance, administration, design, funding, and reporting requirements related to the proactive maintenance of the pension and postretirement medical plans. We are proud to say that many of our clients have been clients since the founding of our firm.

NCG is looking to expand its team by bringing on another experience actuarial analyst. The ideal candidate will have experience in the actuarial aspects of maintaining pension and other postretirement benefit plans. We are looking for someone to grow with the company and ultimately become a trusted consultant to our clients. Ideal candidates will be curious and interested in growing their personal skillset as well as collaboratively working towards the growth and evolution of the company.

This is a hybrid role with the ability to work from home, or from the office in San Francisco.

Primary Responsibilities:

- Manage personal time towards timely completion of client related tasks
- Pursuit of credentialing through the Society of Actuaries up to and including the FSA designation
- Assisting in all aspects of the annual valuation process , including:
  - Reconciliation of plan assets
  - Collection, scrubbing and validation of census data
  - Preparation of annual participant statements
  - Assumption review and setting
  - Coding, reviewing, and maintaining ProVal
  - Draft annual valuation report
  - Draft meeting presentations
- Preparation of annual accounting reports under ASC 715, GASB 67/68, and GASB 74/75
- Preparation of projections
- Assisting in non-routine actuarial projects
- Support pension administration function by
  - preparing and/or reviewing complex or non-routine calculations,
  - coding and maintaining pension administration software (PensionSoft),
  - occasional review of standard benefit paperwork and calculations,
  - occasional plan participant interactions for escalated cases.
- Participating in client meetings/calls to gain experience towards being a client facing consultant
- Staying up to date with current trends, laws, and standards related to pension and OPEB plans, and actuarial practice in the United States

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- Consistent progress towards actuarial credentialing through the Society of Actuaries and Joint Board for the Enrollment of Actuaries
- Complete necessary continuing education to maintain credentials

Minimum Requirements:

- Bachelor's Degree
- 3+ Years of applicable experience
- Completion of 2+ SOA exams
- Strong working knowledge of Microsoft Word, Excel, and Outlook
- Strong analytical and quantitative reasoning skills
- Strong written and verbal communication skills
- Ability to efficiently and accurately execute on pension and OPEB related tasks
- Ability to prioritize and simultaneously work on several projects while meeting company and client deadlines
- Collaborative team member looking to improve the work environment, processes and client offerings

Preferred

- Located in San Francisco or California
- Experience with PensionSoft, ProVal and Microsoft Access
- Familiarity with Church pension plans
- Familiarity with GASB 67/68 and 74/75

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