

Nicolay Consulting Group, Inc.
Consulting Actuary
Position Description



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| Position: Enrolled / Consulting Actuary / ASA, FSA Classification: Exempt, Full-Time Updated: January 2024 |
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About Nicolay Consulting Group, Inc.

Since its founding in 1992, Nicolay Consulting Group, Inc. (NCG) has specialized in the planning, design, funding, and administration of pension and post-retirement welfare plans. Our clients are predominantly west coast church, municipal, educational, public service, nonprofit, and other tax-exempt organizations. NCG is a leader in church plan actuarial services and is well known for delivering customized and high-quality personalized actuarial and administrative services to our unique client base.

NCG is looking for a **Consulting Actuary** to join our team in providing expertise in retirement plan consulting. As a leader, you will be supporting our clients in designing, funding, administering, and consulting on their retirement plans. We help clients manage the risks associated with their retirement benefit plans by developing a risk management framework using their benefits, investment, funding, and policies centered on good governance. As a **Consulting Actuary**, you will lead all aspects of these services, primarily for our church-based defined benefit pension plan clients. Work may also involve providing consulting and actuarial support to clients with ERISA pension plans, governmental pension plans, and retiree medical valuations and consulting and actuarial support. You will work with a multi-disciplined actuarial, pension administrative, and health care valuation teams.

We are seeking a motivated and talented leader who can focus on the development of actuarial staff, support an inclusive work environment, and uphold NCG core values of Client Focus, Integrity, Excellence, and Teamwork. As a **Consulting Actuary**, your work will ensure our clients manage their benefit plan risks and support excellent communications and other services to all plan participants and stakeholders. Are you ready to take on the role of **Consulting Actuary** at NCG to support our clients and growth?

Duties of the Consulting Actuary include the following:

- Perform complex data analysis, experience studies, and benefit calculations, prepare and deliver actuarial reports and client presentations.
- Develop and maintain a fluent and functional understanding of retirement laws and regulations, including federal and state laws such as ERISA and PEPPRA, and regulations promulgated by the IRS, FASB, and GASB.
- Effectively use applications commonly used for actuarial science and pension benefit administration, such as ProVal and PensionSoft, as well as in-house software.
- Consult effectively with clients on pension or non-pension related issues that may arise.
- Provide guidance and support to the pension administration team.
- Contribute to the development of innovative strategies, policies, and procedures.
- Supervise and manage individual and team workflow and products.
- Engage in individual and team training and development.

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- Participate in the peer review process by providing technical and/or consulting reviews
- Periodic travel to client locations and to the home office in San Francisco.
- Work with managers and team members to complete projects on schedule and budget in accordance with client expectations.

Requirements

- An undergraduate degree or equivalent education in Actuarial Science, Economics, Statistics, Mathematics, or a related field is required.
- Designation as Associate of the Society of Actuaries, and / or Fellow of the Society of Actuaries, or equivalent professional designation.
- Ten or more years of professional experience in a consulting actuarial role.
- Experience managing and working with multi-discipline teams and projects.
- Experience in working with local, state, and federal regulations applicable to pension plans, administration, and other benefits

Preferences

- Enrolled Actuary with the Internal Revenue Service (IRS)
- Graduate degree or equivalent education in a related field, as listed above.
- Ability to work at NCG's corporate headquarters in San Francisco, California as needed (some remote work acceptable).
- Familiarity with Church and Non-Profit Plan plans and applicable regulations, with focus primarily on plans with 100 -10,000 participants.

Benefits

NCG provides competitive salary and bonus along with comprehensive healthcare benefit coverage, 401(k) program with employer match, life and LTD insurance, voluntary benefits including dental and vision plans, career training and development opportunities, and continuing education program. Full-time employees are eligible for paid holidays, as well as paid vacation and sick leave.

Application

Please visit our website <https://nicolayconsulting.com/> and choose the "Careers" link to explore our open positions and submit your application for consideration.

Equal Opportunity Employment and Agency Fees

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability. Any unsolicited resumes/candidate profiles submitted to personal e-mail accounts of employees of NCG are considered property of NCG and are not subject to payment of agency fees.