



Actuarial Analyst

Mockenhaupt Benefits Group

About Us

Mockenhaupt Benefits Group (MBG) provides pension and health/welfare actuarial and consulting services to over 400 municipal employee benefit plans across Pennsylvania. MBG also administers the Municipal Benefits Services (MBS) Trust that provides health and welfare employee benefit programs and related administrative services to municipalities.

MBG has an immediate opening for an Actuarial Analyst, which is a remote work-from-home position. Occasional travel to the Pittsburgh office may be required.

Job Responsibilities

The Actuarial Analyst will be responsible for managing the administration of the pension plans assigned to them for our clients under the guidance of the actuaries and consultants.

This position will also be responsible for:

- Preparing actuarial valuation reports for defined benefit public pension and OPEB plans and associated governmental accounting reports, as well as check reports prepared by other analysts
- Maintaining client relationships along with other team members and respond to client questions and requests
- Calculating individual retiree benefits and prepare paperwork for distributions
- Reviewing and provide input on internally prepared plan reports, valuations, studies, and correspondence
- Reconciling pension trust funds
- Preparing written correspondence, analysis, and charts to assist clients in understanding plan concepts or study results
- Working with actuarial staff to coordinate client projects
- Maintaining documentation of client communications
- Developing solutions to address unique retirement plan challenges
- Keeping up on state and federal pension laws, regulations, practices, and trends

Qualifications

The successful candidate should possess the following qualifications. All qualified candidates will be considered.

- Bachelor's Degree in Math, Actuarial Science, Economics, Finance, or another related field
- Passing any actuarial exams and/or previous actuarial-related internship experience preferred, but not required
- Detailed oriented and comfortable working in a fast-paced office environment
- Excellent communication skills
- Highly organized with strong project management skills with the ability to consistently meet deadlines
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint, and Outlook), Adobe Acrobat, and virtual meeting platforms (Microsoft, Teams and Zoom)

Compensation

Compensation will be determined by previous experience and qualifications. Benefits include medical, dental, vision, life, and disability insurance coverage and a competitive paid time off program. In addition, the successful candidate will be eligible to participate in our 401(k) plan.

Application

Applicants should submit your resume, three references, and compensation requirements to mbgemployment@mbgbenefits.com.