

# ACTUARIAL SPECIALIST LEVEL I

## Job Description

The New York City Office of the Actuary (“NYCOA”) provides actuarial services to the City’s actuarially-funded Retirement Systems and other funds, including Variable Supplement Funds, Tax-Deferred Annuity Programs, life insurance funds, closed pension funds and the New York City Health Benefits Program. In addition, the NYCOA provides actuarial information – pension and Other Post-Employment Benefits (OPEB) - to employers, City and State legislative bodies, labor organizations, oversight agencies and active and retired members.

The NYCOA seeks entry-level actuaries to prepare financial information for these large, complex defined benefit pension and OPEB plans. Potential duties consist of preparing actuarial valuations, including the collection and reconciliation of census data, the development of actuarial liabilities and costs, and the preparation of supporting documents, advisory reports and other correspondence. Duties may also include the review of individual retirement cases for legal certification and assistance in the development of recommended rules and procedures of the administration of the Retirement Systems.

## Job Requirements

Candidate must have a Baccalaureate Degree from an accredited college or university including or supplemented by at least 24 semester credits in actuarial science, mathematics or statistics. Mathematics or Actuarial Sciences Degree is preferred. Computer proficiency with spreadsheet software is essential. Candidate must be detail-oriented, have good interpersonal and communication skills. Passage of actuarial examinations and/or actuarial experience is a plus.

## Other

The City of New York offers an excellent benefits package. The salary range is \$44,048 to \$75,555 with salary offer based on experience and skills.

The NYCOA is an Equal Opportunity Employer

If interested, please provide a cover letter, together with a resume, to Ms. Susan M. Flaschenberg, Director of Administration, at [OAJobs@actuary.nyc.gov](mailto:OAJobs@actuary.nyc.gov).