

**FIRST PROFESSIONALS INSURANCE COMPANY, INC.
OPEN POSITION**

TO: ALL EMPLOYEES

DATE: July 8, 2010

DEPARTMENT: Accounting/Finance

POSITION: Actuary

LOCATION: 1000 Riverside Avenue

Essential Duties & Responsibilities:

- Conduct analysis and establish proper pricing levels, reserve levels and structures for the company's existing products
- Assist in evaluation of company's reinsurance structure and the development and evaluation of company's reinsurance programs
- Provide risk assessment; develop a knowledge of risks presented by the company's products
- Work with the IT department to develop systems to ensure compliance with the requirements of regulatory agencies
- Select the assumptions used to analyze the product
- Perform analyses using existing actuarial tools and develop ad-hoc tools as necessary
- Communicate results of analysis to the Senior-Vice President of Accounting and/or other management staff
- Organize analyses in sufficient detail and in a clear and concise manner, making the information comprehensible to others
- Perform reserve analysis on a periodic basis
- Coordinate with independent actuaries and auditors on reserve work
- Analyze historical experience of large groups and recommend appropriate pricing levels
- Other duties as assigned

Education & Qualifications:

- B.S./B.A. in Actuarial Science, Mathematics or related field; a minor in Computer Science and/or Business a plus
- Minimum of five years experience in Actuarial Science, with a working knowledge of actuarial concepts and principles and Property and Casualty products
- Completion of minimum two CAS exams
- Excellent communication and presentation skills
- Strong organizational and time management skills
- Must be willing to travel as needed
- Strong Microsoft Office skills including, but not limited to: Word, Excel, Access and PowerPoint
- Ability to function in a professional office/team environment and utilize standard office equipment