RMC GROUP

Job Title: Chief Actuary (Retirement Division)
Location: Remote
Job Type: Full-Time
Reports To: VP of Pension Operations

About Us

RMC Group is an actuarial firm specializing in small plan Cash Balance and Defined Benefit plans. We are growing and seeking a Chief Actuary to join our team by year-end. This is a unique opportunity to take on meaningful work in a flexible, remote environment with a team that values collaboration, quality, and a healthy work-life balance.

This role will also include consulting and collaboration with PlanGen, our proprietary plan design and proposal system, to assist with testing and design modules.

Position Overview

We are looking for a credentialed Enrolled Actuary (EA) with a minimum of five years of experience working with qualified retirement plans—specifically Cash Balance and Defined Benefit plans with under 500 participants. The ideal candidate thrives in a small firm setting, is detail-oriented, flexible, and enjoys having a broad scope of responsibilities.

This position is 100% remote and offers a flexible work schedule, competitive compensation, and annual bonus opportunities based on performance. We offer a supportive culture that rewards high-quality work and values client and employee satisfaction.

Key Responsibilities

- Perform and review actuarial valuations for Cash Balance and Defined Benefit plans in compliance with IRS regulations
- Review annual nondiscrimination testing for retirement plans (DB, CB, 401(k), Profit Sharing, etc.)
- Prepare and review PBGC filings and notices
- Prepare and review FASB disclosures (e.g., ASC 715) and year-end reports
- Review annual participant statements and distribution packages
- Prepare and review government filings (Form 5500, Schedule SB, etc.)

- Support plan design, including projections and nondiscrimination testing
- Consult with PlanGen users to ensure accuracy and optimization of design and testing modules
- Review and maintain qualified plan documents and amendments
- Prepare and consult on plan terminations and filings with IRS/PBGC
- Represent clients in IRS, PBGC, and DOL audits and voluntary correction programs
- Participate in retirement plan consulting projects

Preferred Qualifications

- Enrolled Actuary (EA), authorized by the Joint Board for the Enrollment of Actuaries
- At least 5 years of hands-on experience with small plan DB/Cash Balance work
- Strong understanding of ERISA, IRC, and FASB requirements
- Familiarity with business entity structures and their impact on plan design
- Proven ability to manage deadlines and deliver high-quality work independently
- Membership in any of the following is a plus: Society of Actuaries (SOA), American Society of Enrolled Actuaries (ASEA), American Academy of Actuaries (AAA), and/or National Institute of Pension Administrators (NIPA)

What We Offer

- 100% remote work with flexible hours
- Competitive base salary and benefits
- Annual performance-based bonuses
- Friendly and collaborative team environment

Apply Now

To apply, send your resume to Ashley Simpson at asimpson@rmcgp.com.