

Thank you for your interest in the Staff Accountant position with PCA, Retirement & Benefits, Inc., I sincerely appreciate the time and attention you gave to the application process. In an effort to be respectful of your time and make this process as efficient as possible, I have some preliminary questions before moving further along in the interview process.

1. PCA, Retirement & Benefits, Inc., mission is preparing and protecting our Church Servants by providing retirement, insurance and welfare benefits to pastors and church workers in the Presbyterian Church in America. Is this a mission you could feel passionate about supporting and being a part of? Why or why not?

2. What is most important to you about work? (Describe in detail)

3. What are the three most important factors that make you an effective, valued coworker? What would your current or former supervisors say are the three most important factors?

4. Mention three work ethic values that you consider important and explain why you think you have them.

5. Please describe your experience working with the database system Vena or Hyperion or any similar database system.

6. Tell me how you prioritize these ten tasks, and why?

Meeting with the Marketing Director to develop his KPIs
Renegotiating prices with our insurance vendors
Giving feedback on our new logo for the website
Responding to emails
Scheduling a meeting with the team to plan the upcoming audit
Proof-reading the insurance invoice insert
Preparing your assignment for the next staff meeting
Returning a phone call from a family member

(continued on back)

Attending a webinar that provides CPE credit
Preparing journal entries to close the books

7. On a scale from 1-5 (with 1 being “this doesn’t sound like me” and 5 being “this sounds just like me”), please rate yourself against the following statements:

- I enjoy frequent oversight/involvement/input from my manager.
- I prefer working independently versus frequent interaction with peers.
- I enjoy a work day that involves routine and predictability.
- I rely on precise organizational methods to keep me on track.
- People describe me as someone who takes charge.
- It is easy for me to prioritize my responsibilities to ensure a quick turnaround.
- I enjoy managing, teaching and mentoring others.
- Co-workers often come to me with their personal & professional problems.

Please add any comments you feel helpful.

PCA, Retirement & Benefits, Inc., is a faith-based organization that is seeking like-minded individuals to partner with them in their efforts to accomplish their mission. Employees of PCA, Retirement & Benefits, Inc. will need to be comfortable praying and speaking openly about their faith. It is possible that you may be asked to share part of your testimony. Is this something you would be comfortable with and willing to share? How does your faith impact your day to day life? What things do you do to make sure you are growing in your relationship to Christ? What would others say about your relationship to Christ?

Again, thank you for your interest in employment with PCA, Retirement & Benefits, Inc. I encourage you to e-mail me or take a look at our web site <https://pcarbi.org> if you have any additional questions about the organization. I look forward to receiving your response.

Sincerely,
Cindi Finn, CFO
PCA, Retirement & Benefits, Inc.