



# Job Description

Effective date: 12/4/2018  
Version No: 2.0  
Version Eff date: 5/15/2020

## Accounts Payable Associate (I – III)

Critical features of this job are described under the headings herein. PDC Energy reserves the right to assign or reassign duties and responsibilities to or from this job at any time.

<b>Job Title:</b>	Accounts Payable Associate (I - III)	<b>Job Category:</b>	Support Services
<b>Department:</b>	Accounting	<b>Career Progression Matrix:</b>	SS AA Professional
<b>Job Location:</b>	Denver, CO	<b>Career Progression Classification Range:</b>	1-3
<b>Reports to:</b>	Senior Accounts Payable Accountant	<b>FLSA Status (Exempt or Non-Exempt):</b>	Non-Exempt

### I. SUMMARY

A brief description summarizing the overall purpose and objectives of the position and the results the worker is expected to accomplish.

The Accounts Payable Associate participates as a member of the Accounts Payable team and interprets, prepares and processes vendor invoices, statements, journal entries and other corporate documents to provide accurate and timely payments to vendors, and accurate transactional coding to the General Ledger. Establishes sound, effective working rapport with vendors and internal customers by utilizing effective oral, telephone and email communication skills. Consistently displays adaptability in order to problem-solve and maintain consistent Production standards within daily deadlines..

### II. ESSENTIAL FUNCTIONS

The tasks, duties, and responsibilities of the position that are most important to get the job done.

1. Perform effective review and interpretation of vendor invoices and statements to ensure accurate coding, timely payment, and resolving outstanding issues;
2. Effective and timely processing of invoices, journal entries and vendor master file maintenance, including review of transactions for completeness and accuracy;
3. Utilize strong analytical skills and exercise sound judgment in the review of financial information of resolution of issues;
4. Establish team rapport in daily operations, taking a lead role when assigned, to complete a given task with limited direct supervision being required;
5. Display integrity, confidentiality and technical knowledge necessary to maintain the necessary standards of a premier Accounts Payable function;
6. Perform cross-functional duties within other areas of the overall Operational Accounting function;
7. Demonstrate fluency of knowledge of the department’s processes and Internal Controls and their consistent application, and contribute to identify changes and improvements thereto;
8. Perform additional tasks/projects at the direction of department leadership;
9. Demonstrate commitment to safety and environmental compliance in all job aspects.

### III. KNOWLEDGE, SKILLS AND ATTRIBUTES

The specific minimum competencies required for job performance.

1. Self-motivated with an ability to consistently and accurately perform detailed work while also meeting prescribed deadlines and time constraints;
2. Excellent customer service and communication skills with the ability to effectively interact with personnel at all levels of the organization and external vendors;
3. Ability to understand and execute basic accounting functions and have a working understanding of accounting journal entries, ledgers, and records;
4. Working knowledge and competency with Microsoft Office Suite with emphasis on Excel spreadsheets and Outlook;
5. Willingness and capability to learn, adapt, and grasp on to new responsibilities and concepts.



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#### IV. SUPERVISORY RESPONSIBILITIES

The scope of the person's authority, including a list of jobs that report to the incumbent.

1. This position has no supervisory responsibilities.

#### V. WORKING CONDITIONS

The environment in which the job is performed, especially any unique conditions outside a normal office environment.

1. Consistent with that of a normal office environment.

#### VI. MINIMUM QUALIFICATIONS

The minimum level of education, experience, and certifications required to perform the job.

1. High School Diploma or GED equivalent required;
2. Associate or bachelor degree in accounting preferred, but not required;
3. Experience within an accounting function, or oil & gas industry required;
4. Previous AP experience preferred.

#### VII. PDC ENERGY VALUES

1. **Integrity – We live by our word.** We strive to be fair and honest, maintain high ethical and moral standards, and are known for doing what we say we will do.
2. **Stakeholder Focus – We treat stakeholders fairly.** We aim to exceed internal and external stakeholders' expectations by understanding their needs and requirements to ensure we deliver on our commitments. We collaborate with our fellow employees, investors, partners, service providers and communities in a transparent manner that builds trustworthiness.
3. **Performance Driven – We are driven to excel.** We demonstrate our commitment to achieving quality results through visible leadership, sound growth, financial discipline, innovation and continuous improvement.
4. **Teamwork – We are one company.** We will succeed far beyond our individual contributions through effective teaming. Each of our contributions and roles are critical to ensure our collective success.
5. **Respect – We foster respect.** We respect each other through our actions, the environment and the health, safety and well-being of our employees as well as the communities where we live and work.