



Job Description

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JIB Accountant I or II

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.

Job Title:	JIB Accountant I or II	Job Category:	Support Services
Department:	Accounting	Career Progression Matrix:	SS Professional
Job Location:	Denver CO	Career Progression Classification Range:	I or II
Reports to:	Senior JIB Accountant	FLSA Status (Exempt or Non-exempt):	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 JIB Accountant primary responsibilities include overseeing accounts payable invoice processing, account coding of expenditures, and wire payment processing, payout tracking/reporting, assistance with joint interest billing audits, preparation of joint interest billings and accounts receivable collections. Additional duties may include master data maintenance, monthly journal entries, preparation of month, quarter and year-end account reconciliations, analytics, and the preparation of internal documents and analyses used in the closing and reporting processes.

II. ESSENTIAL FUNCTIONS

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

1. Assist with processing of invoices, monthly accruals, and tracking of disputes;
2. Review, support, and assist with transactions and transaction processing for completeness and accuracy including field coding and proper authorization for payment processing;
3. Prepare and analyze monthly payout reports and related system reconciliations; coordinate payout related efforts between Land, Revenue and JIB departments;
4. Assist JIB Manager/Supervisor with the non-op audit program including both conducting and hosting audits;
5. Prepare monthly joint interest billings and monitor balances for collections;
6. Prepare monthly accounts receivable aging analysis and bad debt analysis;
7. Assist in preparation of monthly, quarterly and annual account reconciliations and analytics;
8. Assist in the internal, external, and other audit processes by providing support and explanations as needed;
9. Demonstrate fluency of knowledge of the department's processes and Internal Controls and their consistent application, and contribute to identifying changes and improvements thereto as they become necessary;
10. Actively participate in monthly closing processes to ensure timely and accurate payments to vendors;
11. Participate in department work including collections of credits and processing of invoices;
12. Assist Department with other daily/monthly tasks as needed;
13. Work on or leads projects on a team or independent basis;
14. Perform and assume other duties and responsibilities as may be required at the direction of the department leadership;
15. 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. Strong knowledge of Joint Operating Agreements, COPAS, Oil and Gas Industry JIB and Revenue standards, generally accepted or applied NonOp auditing practices and standards, and various relevant statutory and regulatory standards;
2. Possess strong technical PC skills including Excel, Word and PowerPoint;
3. Working knowledge of US GAAP; knowledge of COPAS a plus;
4. Strong analytical, documentation and problem-solving skills;
5. Excellent interpersonal skills with the ability to build and maintain effective working relationships across all levels of management;
6. Detail oriented professional with strong written and oral communication skills;

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7. Ability to manage and maintain confidentiality of sensitive information in a professional and discretionary manner;
8. Ability to prioritize tasks and manage workflow;
9. Works with purpose and a sense of urgency, deadline focused, and commitment driven.

IV. SUPERVISORY RESPONSIBILITIES

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

1. There are no direct supervisory responsibilities for this position.

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. Bachelors of Science in Accounting, Finance or other relevant areas;
2. 2-5 years of experience, oil and gas experience preferred;
3. Strong Accounting system knowledge and experience.

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.