



Job Description

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Manager Accounts Payable/Joint Interest Billing Accounting

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.

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|----------------------|----------------------------------|-------------------------------------------------|------------------|
| Job Title: | Manager AP/JIB Accounting | Job Category: | Support Services |
| Department: | Accounting | Career Progression Matrix: | Management |
| Job Location: | Denver CO | Career Progression Classification Range: | Manager |
| Reports to: | Director AP/JIB & E&P Accounting | FLSA Status: | 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 Manager of Accounts Payable/Joint Interest Billing (AP/JIB) Accounting supervises a team responsible for all accounts payable functions as well as joint interest billing and accounts receivable collections. Additional responsibilities include accrual preparation, account reconciliations, and variance reporting. Duties also include monitoring acquisitions and divestiture activity and ensuring the monthly, quarterly, and annual financial statement close processes are completed timely and accurately. Position is responsible for developing, managing, and maintaining systems, procedures, policies, and staff to ensure adherence to established company guidelines and controls. The (Senior) Manager AP/JIB Accounting works closely with the Accounting and Operations teams, and other departments, to provide accurate financial data.

II. ESSENTIAL FUNCTIONS

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

1. Recruit, hire and manage a team of employees using a collaborative, team-focused process;
2. Provide performance feedback to staff on a regular basis and prepare formal performance evaluations;
3. Provide leadership to maintain, and improve all systems, procedures, and controls;
4. Monitor all acquisition and divestiture activity;
5. Supervise all AP functions and safeguard the company against fraud;
6. Supervise joint interest billing functions including collections of accounts receivable;
7. Prepare accruals critical to the financial reporting function;
8. Prepare account reconciliations and variance reporting;
9. Ensure departmental deadlines are met, and accurate and timely financial statement information is provided;
10. Responsible for execution of internal controls;
11. Interact with internal and external auditors;
12. Work on special projects as directed;
13. Demonstrate commitment and safety to environmental compliance in all job aspects.

III. KNOWLEDGE, SKILLS AND ATTRIBUTES

The specific minimum competencies required for job performance.

1. Ability to work within, build, and lead team of subordinates, outside advisors, and co-workers;
2. Ability to manage multiple concurrent projects while staying focused, organized, agile, and energetic;
3. Ability to prioritize work in a fast paced, quickly changing, and time sensitive environment;
4. Competent technical knowledge of US GAAP, COPAS and Oil and Gas accounting standards;
5. Clarity of communication, both written and verbal;
6. Attention to detail, ability to accurately reconcile large volumes of data;
7. Strong analytical and documentation skills;
8. Ability to manage and maintain confidentiality of sensitive information in a professional and discretionary manner;
9. Strong technical PC skills, including Microsoft Office Suite and OpenInvoice;
10. Strong coach and mentor;

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11. Ability to work on assignments that are complex in nature where considerable judgement, analysis, and initiative are required in resolving problems and making recommendations.

IV. SUPERVISORY RESPONSIBILITIES

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

1. This position will have multiple direct reports.

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 degree with emphasis in Accounting, Auditing, Finance, or other relevant areas;
2. 10+ years of Accounting or other relevant experience, with at least 5 years directly in Oil and Gas is preferred;
3. Prior supervisory experience preferred;
4. Strong knowledge of accounting systems (SAP 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.