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 Financial Reporting is responsible for managing a variety of reporting duties, including management (internal) reporting and regulatory (external) reporting. The Manager Financial Reporting will also assist with the research, providing recommendations, and drafting position papers on complex or emerging technical accounting issues.

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

1. Prepare financial statements in accordance with US GAAP and SEC regulations;
2. Assist with cross-functional data-gathering process and consolidation of key data and preparation of all materials necessary to facilitate monthly and quarterly reviews and annual audit, including analysis of periodic financial statements;
3. Interpret and assist in the implementation of US GAAP and SEC reporting requirements and monitor compliance with SEC financial reporting rules and regulations;
4. Assist in the coordination and preparation and submission of SEC filings in a timely manner including:
   - Periodic reports (Forms 10-Q, 10-K, 8-K)
   - Public offerings (Form S-3, supplements and amendments)
   - XBRL taxonomy and tagging
   - Pro forma financial statements;
5. Assist in establishing, maintaining and documenting internal and operational controls necessary to monitor performance and comply with Sarbanes-Oxley 404 for the Financial Reporting process;
6. Coordinate quarterly reviews and annual audit of the company’s financial statements with external auditors;
7. Assist with the preparation of internal financial information for distribution to the company’s executive management and board of directors;
8. Prepare, gather and maintain all supporting documentation for the monthly, quarterly and annual financial statements and related notes;
9. Assist with the preparation of all materials necessary to facilitate quarterly reviews and annual audit, including analysis of periodic financial statements;
10. Approves journal entries that support the consolidation of financial results of the company and its wholly owned subsidiaries;
11. Liaise with accounting staff as required;
12. Identify process improvement opportunities and implement change initiatives;
13. Assist in the preparation for debt and equity transactions, including the requisite registrations;
14. Continuous review and monitoring of competitors’ filings to ensure our disclosures are in line with our peer group;
15. Review financial material used in quarterly conference calls, investor conferences and related events;
16. Review and comment on financial-related press releases and support communications with the Disclosure Committee and periodic reporting to the Audit Committee;
17. Remain current with new accounting technical standards impacting financial reporting;
18. Participate in the development and maintenance of accounting policies and procedures as required;
19. Ensure all corporate, business and ethical standards are closely adhered to, and correct any deviations encountered and appropriate internal controls are administered;
20. Perform and assume other duties and responsibilities as may be required;
21. Demonstrate commitment to safety and environmental compliance in all job aspects.
Job Description

Manager Financial Reporting

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.

III. KNOWLEDGE, SKILLS AND ATTRIBUTES
The specific minimum competencies required for job performance.

1. Ability to work within, build and lead teams of subordinates, outside advisors and co-workers;
2. Highly motivated self-starter;
3. Abilities of self-sufficiency and self-assurance to work in a growing and evolving function;
4. Advanced knowledge of accounting processes;
5. Strong ability to work with internal and external customers;
6. Clarity of communication, both written and oral;
7. Must have strong Microsoft Office skills;
8. Strong presentation and project management skills;
9. Ability to manage multiple projects in a deadline-oriented function.

IV. SUPERVISORY RESPONSIBILITIES
The scope of the person’s authority, including a list of jobs that report to the incumbent.

1. Supervises at least one direct Accountant 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 related major;
2. CPA required with 5+ years accounting experience, including SEC reporting preferred;
3. Extensive knowledge and application of US GAAP and federal securities rules and regulations;
4. Working knowledge of SAP and Blackline strongly preferred;
5. Oil and gas industry 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.
Manager Financial Reporting

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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.