I. SUMMARY

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

The Senior AP Accountant will be responsible for developing, overseeing, and maintaining systems, procedures, policies and staff to ensure adherence to established company guidelines and controls for disbursement activity. Responsibilities also include ensuring accuracy of data for financial reporting purposes and assisting with monthly, quarterly and year-end reporting, account reconciliations and analytics.

II. ESSENTIAL FUNCTIONS

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

1. Supervise a team of accounts payable employees including recruiting, hiring, and monitoring daily workflow;
2. Provide performance feedback to staff on a regular basis;
3. Prepare and deliver formal performance evaluations;
4. Lead, maintain and strive to improve all systems, procedures, and controls for the Accounts Payable function;
5. Oversee all vendor maintenance functions including 1099 reporting determination and IRS TIN Matching;
6. Oversee annual 1099 review and reporting;
7. Monitor and Maintain AP systems;
8. Ensure invoice coding and payment processing is accurate, complete, and timely;
9. Coordinate accounts payable and purchase order functions;
10. Responsible for execution of AP internal controls;
11. Safeguard against fraudulent payment requests;
12. Maintain excellent customer service with external vendors and internal PDC staff;
13. Review and approve work papers prepared by staff;
14. Assist with month end closing by adhering to deadlines and monitoring and reviewing AP reconciliations and analytics;
15. Interact with internal and external auditors;
16. Manage document retention efforts;
17. Work on special projects, including acquisitions and divestitures, as directed;
18. 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. Ability to work within, build and lead team of subordinates, outside advisors and co-workers;
2. Able to manage multiple concurrent projects while staying focused, organized, agile and energetic;
3. Ability to prioritize work in a fast passed, time sensitive environment;
4. Clarity of communication, both written and oral;
5. Attention to detail and accuracy;
6. Working knowledge of US GAAP and COPAS;
7. Ability to manage and maintain confidentiality of sensitive information in a professional and discretionary manner;
8. Strong technical PC skills including Excel, Word and Powerpoint;
9. Strong coach and mentor;
10. Ability to work on assignments that are complex in nature where considerable judgement, analysis and initiative are required in resolving problems and making recommendations.
Senior Accounts Payable (AP) Accountant

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.

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

1. This position involves the direct or indirect supervision of the entire AP staff, including direct reports who are at the Supervisor level.

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. Bachelor of Science in Accounting;
2. Previous experience at a Supervisor or Manager level capacity;
3. Strong Accounting system knowledge, including OpenInvoice; SAP experience preferred but not required;
4. Minimum of five years relevant professional experience required;
5. Oil and gas industry experience preferred but not required.

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.