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

This position serves as a specialist in the E&P Accounting group to analyze basin performance and produce operational reports and presentations; ensures that reporting templates and reporting conventions are consistent with other basins.

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

1. Prepares and analyzes internal documents used in the financial closing and reporting process, including journal entries, account reconciliations and variance analysis;
2. Produces and coordinates readouts of operational reports and collaborates with Operations Analysts as needed, including:
   i. Monthly Operational Reports (MOR)
   ii. Quarterly Operational Reports (QOR)
   iii. Other ad hoc analysis
3. Completes and analyzes data from a variety of inputs and data points to create meaningful themed reporting:
   i. BU basin performance reporting
   ii. Operational analytics
4. Provides accounting analytics to go along with estimated well costs;
5. Collaborates with Internal Reporting and Operational Analysts to share relevant data and information as needed;
6. Collaborates with the Financial Planning and Analysis to assist with monthly forecasts and analytics;
7. Collaborates with Internal Reporting and other basin E&P Analysts to ensure consistency in templates and formats;
8. Attends monthly LOE and D&C accrual meetings;
9. Performs and assumes other duties and responsibilities as may be required at the direction of the Manager E&P Accounting, as well as certain other Financial and Operational personnel;
10. 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 analytical and documentation skills;
2. Strong attention to detail and consistent ways of working and reporting;
3. Ability to express ideas effectively, organize and deliver information;
4. Strong tendency to seek efficiencies in process and workflow;
5. Excellent interpersonal skills with the ability to build and maintain productive working relationships across the company;
6. Ability to probe for answers and solve problems.

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

1. There are no supervisory responsibilities associated with this position.
V. WORKING CONDITIONS
The environment in which the job is performed, especially any unique conditions outside a normal office environment.

1. Consistent of that with a normal work environment.

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

1. Bachelor’s degree or higher in a related field required;
2. 5+ years of relevant experience, preferably in Oil and Gas;
3. Strong knowledge of Generally Accepted Accounting Principles (GAAP);
4. Strong knowledge of the Oil and Gas industry preferred;
5. Strong knowledge of accounting systems and tools (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.