Job Description

Senior Financial Reporting Analyst

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.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Financial Reporting Analyst</th>
<th>Job Category:</th>
<th>Support Services</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Accounting</td>
<td>Career Progression Matrix:</td>
<td>SS Professional</td>
</tr>
<tr>
<td>Job Location:</td>
<td>Denver, CO</td>
<td>Career Progression Classification Range:</td>
<td>3-5</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Manager Financial Reporting</td>
<td>FLSA Status (Exempt or Non-Exempt):</td>
<td>Exempt</td>
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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 Financial Reporting Analyst participates as a member of the Financial Reporting Department and plays a vital role with key responsibilities in the timely preparation of internal documents, analyses, and other functions critical to the closing and reporting processes in regard to financial and operational information for internal management reporting and for SEC reporting requirements. The Senior Financial Reporting Analyst works closely with other departments and external auditors.

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

1. Assists with the preparation of periodic and annual reports in accordance with U.S. GAAP and SEC Regulations, filed with the SEC, including, but not limited to, Forms 10-K and 10-Q;
2. Assists in the review of quarterly and annual press releases and corporate presentations;
3. Prepares, gathers, and maintains all supporting documentation for the monthly, quarterly, and annual financial statements and related notes;
4. Prepares iXBRL tagging of periodic and annual reports filed with the SEC, including, but not limited to, Forms 10-K and 10-Q;
5. Assists in the internal, external, and other audit processes by providing support and explanation for the financial information and data provided;
6. Prepares journal entries that support the consolidation of financial results of the company and its wholly owned subsidiaries;
7. Supports the monthly general ledger closing process to ensure accurate and timely financials in accordance with U.S. GAAP;
8. Maintains posting periods and processes master data changes related to chart of accounts in SAP;
9. Assists with the preparation of internal financial information for distribution to the company’s senior management and board of directors;
10. Demonstrates fluency of knowledge with the department’s processes and Sarbanes-Oxley controls and ensures compliance with and documentation of those controls;
11. Identifies and implements changes and improvements thereto as they become necessary;
12. 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 technical knowledge of U.S. GAAP, with ability to interpret and implement complex accounting literature;
2. Adept knowledge of SEC reporting requirements;
3. Possess advanced technical computer skills, including Excel, Word, and PowerPoint;
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 the company;
6. Detail oriented professional with strong written and oral communication skills;
7. Ability to manage and maintain confidentiality of sensitive information in a professional and discrete manner;
8. Ability to manage and prioritize multiple projects, tasks, or workflows;
9. Work with purpose and a sense of urgency, deadline focused, and commitment driven.
Senior Financial Reporting Analyst

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

1. While there are no initial direct supervisory responsibilities for this position, the Senior Financial Reporting Analyst demonstrates the ability to lead others on project or work efforts, serves as a resource or mentor for other staff, and will therefore be available to formally supervise staff on an as needed basis.

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 preferred, with 5+ years accounting experience required;
3. SEC and/or XBRL reporting a plus;
4. Extensive knowledge and application of U.S. GAAP;
5. Working knowledge of SAP and Blackline strongly preferred;
6. Oil and gas industry experience preferred;
7. Sarbanes-Oxley compliance a plus.

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.