Job Description

Senior Manager Tax

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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<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Manager Tax</th>
<th>Job Category:</th>
<th>Management</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Accounting</td>
<td>Career Progression Matrix: Management</td>
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<tr>
<td>Job Location:</td>
<td>Denver, CO</td>
<td>Career Progression Classification Range: Senior Manager</td>
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<tr>
<td>Reports to:</td>
<td>Chief Accounting Officer</td>
<td>FLSA Status (Exempt or Non-exempt): 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 Manager Tax is responsible for the Company’s tax compliance, tax planning and accounting for income taxes (ASC 740). The position holder will work with service providers and supervise other tax professionals in carrying out job responsibilities. This position also assists the CAO with detailed tax research and tax planning and regularly represents the company in meetings and correspondence with federal and state tax authorities.

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

1. Responsible for all aspects of the corporate income and franchise tax compliance function including tax returns, quarterly estimates, and routine explanations to the CAO and CFO to secure appropriate signatures on various tax documents;
2. Lead and coordinate tax projects including use of service providers and internal departments, including both written and oral communication of recommendations to leadership;
3. Lead process improvements and technology initiatives around tax accounting and compliance including maintenance of tax technology, including tax functions within SAP, CORPTAX and ProSystem fx Tax;
4. Responsible for all aspects of quarterly and annual income tax provision calculations including coordinating external auditors and internal control processes;
5. Documents research, processes, and decisions in the departments tax files dispersing as appropriate to corporate management;
6. Reviews the accounting and compliance for sales tax, property tax and payroll tax functions;
7. Manage tax department personnel and assist with their personal development plans;
8. Provides frequent tax consultation and advice to departments within the company regarding various tax issues;
9. Coordinate, reviews, and negotiates tax issues and assessments that are discovered during IRS audits, state income and franchise tax auditors and state sales and use tax audits;
10. Performs other duties as assigned;
11. 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. Must have detailed knowledge of federal corporate income tax laws and state income and franchise tax laws;
2. Must possess general knowledge of other tax compliance rules and instructions (property tax, sales and use tax, payroll tax, etc.);
3. Needs a strong financial income tax accounting background, excellent analytical, conceptual, communication, influencing, persuasion, problem-solving and writing skills;
4. Excellent interpersonal skills with the ability to build and maintain effective working relationships across all levels of management;
5. Must be able to protect sensitive, confidential and strategic financial information;
6. Must have developed leadership skills and meticulous attention to detail;
7. Demonstrated strong computer application skills and knowledge of tax research software.

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

1. May supervisor tax department subordinates (0-5 employees).
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's of Science in Accounting, Finance or other relevant areas with CPA required;
2. Master’s degree in Taxation preferred;
3. Minimum of 10 years of prior work experience in a corporate tax department (preferably publicly held) OR a minimum of 6 years of experience working in a national accounting firm’s tax department;
4. Oil and gas experience required;
5. Strong Accounting and tax technology system knowledge and experience.

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.