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 Tax Accountant will have primary responsibility for corporate tax compliance and tax provisions.

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

1. Primary responsibility for accurate preparation of tax work-papers supporting the compliance and tax provision processes including the preparation of the tax depreciation and depletion schedules and maintaining deferred tax balances;
2. Primary responsibility for accurate preparation of corporate income tax and other business tax returns such as sales and use, 1099 filings, and property tax filings;
3. Responsible for using relevant tax software and Excel (SAP, CORPTAX, ProSystem fx Tax, etc.);
4. Establish, implement and improve processes and controls for the corporate tax department;
5. Coordinate all tax related audits or inquiries (IRS, State Tax Authorities, etc.);
6. Prepare and implement tax strategies;
7. Ensures compliance with relevant Sarbanes-Oxley components;
8. Ensure all corporate and normal business and ethical standards are closely adhered to and correct any deviations encountered and appropriate controls are administered;
9. Perform and assume other duties and responsibilities as may be required at the direction of the Senior Manager, Tax or CAO as needed for special projects;
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 accounting, analytical, tax technical and problem-solving skills;
2. Excellent interpersonal skills with the ability to build and maintain effective working relationships across all levels of management;
3. Excellent organizational skills with attention to detail, quality, and precision;
4. Detail oriented professional with strong written and oral communication skills;
5. Must be able to protect sensitive, confidential and strategic financial information;
6. Ability to be flexible, multi-task and prioritize, work within time constraints;
7. Advanced Excel spreadsheet skills;
8. Proficient with use of software such as SAP, ProSystem fx Tax and CORPTAX Provision;
9. Works with purpose and a sense of urgency, deadline focused, and commitment driven.

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

1. May supervise tax accountants, tax interns on an as needed basis as well as coordinate the tax consulting work of independent third-party service providers.
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 other relevant areas;
2. 5+ years progressive public accounting experience in auditing or tax or equivalent corporate accounting experience;
3. CPA preferred;
4. Oil & Gas experience preferred;
5. SEC reporting and/or 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.