

*Job posted on 2013-05-23 by matthew.thompson; posting expires on 2013-06-15*

**Employer:** PDC Energy

**Position:** Accounting Internship

**Job Description:** Internship,

Duties for PDC's Summer Accounting Interns may include, but are not limited to the following:

- Basic data entry to the accounting information system, or to source systems, including Excel spreadsheets;
- Basic account reconciliation duties;
- Assist the data maintenance process, including W9s, correspondence, and other documentation;
- Customer interactions/communications (fielding basic phone calls, basic correspondence);
- Administrative duties including copying, filing, assembling documentation, printing or mailing large volumes of checks or other documents; etc.
- Assist in the preparation of the Company's filings;
- Assist in the preparation of certain monthly financial reporting packages submitted to senior management;
- Research and assist in the adoption of new accounting pronouncements and the resolution of complex technical accounting and reporting issues;
- Interact with the external auditors in facilitating completion of the quarterly review;
- Perform and assume other duties and responsibilities as may be required.

**Qualifications:** QUALIFICATIONS:

1. Currently enrolled in college and majoring in Accounting
2. Completion of at least sophomore year in college

**Perferred Major(s):** Accounting;

**Application Instructions:** Qualified applicants may submit resumes to [hr@pdce.com](mailto:hr@pdce.com) or [diana.logue@pdce.com](mailto:diana.logue@pdce.com).

Please visit corporate website for more information on PDC Energy:

[www.pdce.com](http://www.pdce.com)