

Bradsby Group
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Position:

Division Order Analyst

Experience:

5 years as of experience; NO degree required

Salary:

\$75-\$80K

Description:

Obtain necessary well information and title sufficient to determine ownership in a new well.

Analyze land title and contracts to determine correct owners and their appropriate interests.

Prepare, mail, and administer new well division orders.

Create joint interest, Marketing and revenue decks in Artesia financial system as needed.

Maintain ownership in existing wells due to death and transfer of interest.

Follow department processes governed by SOX audit controls.

Coordinate duties with Landman, Lease Analyst, accountant and marketing representative to insure that the asset of the oil and gas lease is protected.

Perform due diligence on the acquisition of new properties as needed.

Research and locate data as needed for divestitures and or discovery in a lawsuit.

Assist Supervisor on special projects as needed and assigned.