

*Oaks Staffing*

*The Oaks  
Group*

*...Building Futures<sup>SM</sup>*

**COMPANY:** Independent Oil and Gas Operator

**LOCATION:** West Houston

**POSITION:** Sr. Division Order Analyst

**DEPARTMENT:** Property Administration

**JOB FUNCTIONS:**

- Analyze leases, title opinions, operating agreements, farmout agreements, letter agreements and other contractual agreements to determine mineral, leasehold and contractual interest ownership.
- Construct and maintain billing decks reflecting drilling/completion elections and arrangements and subsequent ownership changes pursuant to assignments, payouts and area revisions.
- Construct and maintain marketing decks and coordinate with marketing regarding take-in-kind and JOA owners and balancing issues.
- Determine burdens on working interest for take-in-kind owners.
- Construct and maintain accurate divisions of interest on a timely basis.
- Prepare and deliver division orders for execution by interest owners.
- Coordinate with accounting department to insure proper and timely distribution of revenues.
- Respond to inquires and requests from interest owners.
- Process and reconcile title issues related to probate, assignments, and other changes of ownership.
- Manage suspense/escheat/escrow issues.

**JOB REQUIREMENTS:**

- H. S. Education
- 10+ years of Oil and Gas experience
- Proficient on PC with MS Office, Word and Excel

**Please submit resume to:**

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