

Division Order Analyst

Summary

Facilitate the distribution of proceeds from oil and gas sales and collection of well expenses in an assigned region by determining the relative ownership of the Company, working interest partners and royalty holders through analyses of title documents and by maintaining and updating ownership records. Primary areas of activity are in South, East, and West Texas; limited activity in Louisiana and Gulf of Mexico.

Essential Functions

- Determine working interest and burdens associated with interests based on analysis of title opinions, leases, deeds, assignments, purchase and sale agreements, probate documents, and other contracts.
- Maintain and update joint interest billing decks on operated properties.
- Analyze notifications of changes to existing net interest to determine how changes will affect title analysis and net interest on operated wells.
- Maintain and update revenue decks based on changes to working interests.
- Field inquiries from interest owners and act as liaison to Accounting, and Marketing when necessary to respond to interest of owners.
- Research and resolve revenue discrepancies.
- Prepare reverse and re-book for accounting department.
- Review, process and route division orders for non-operated wells.
- Take appropriate action to cure any title defects requested by operator on OBO properties.
- Account reconciliations
- Assist with special projects as needed

Requirements

- 7+ years of division order experience
- College degree preferred, but not required

Knowledge, skills and abilities

- Ability to work in a fast-paced environment
- Attention to detail
- Proficiency in Excel and Word
- Enterprise Upstream (formerly Oracle Energy) software experience a plus.
- Must communicate effectively with internal & external clients
- Flexibility to work hours as needed to meet deadlines

To apply, please visit our website at www.newfield.com.