

## **Lease Analyst**

### **Summary**

Responsible, with limited supervision, for ensuring effective administration and control of all lease records and transactions in connection with producing and non-producing properties and interests acquired, owned, operated or purchased.

### **Essential Functions**

- Responsible for the set-up and maintenance of leases, minerals, and contracts.
- Analyze leases, wells, and unit wells to determine leases that need to be cross-referenced to the well and/or unit.
- Calculate working interest and net revenue interest and/or division of interest for leases.
- Verify all input data.
- Analyze contracts, title opinions and curative documents.
- Ability to do lease platting.
- Review leases to determine shut-in, minimum royalty and royalty in lieu of drilling obligations.
- Analyze and calculate Pugh Clause rentals and minimum royalty payments.
- Analyze rework/cessation of production clauses and determine how it affects the validity of leases.
- Work with brokers and team to get leases in-house.
- Timely preparation of releases.
- Assist with special projects as needed.

### **Knowledge, skills and abilities**

- Ability to work in a fast-paced environment.
- Attention to detail.
- Exhibit excellent oral and written communication skills.
- Proficiency in Microsoft Word, Excel and other computer applications.
- Experience with Enterprise Upstream or Tobin Land software a plus.
- Must communicate effectively with internal and external clients.
- Flexibility to work hours as needed to meet deadlines.

### **Working conditions**

- Normal office environment.

### **Minimum qualifications**

- Bachelor's degree preferred, but not required.
- Prior industry experience, preferably in a land administration role.

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