

Senior Division Order Analyst

Location: Moon Township, PA

Atlas Energy, Inc. www.atlasenergy.com

JOB DESCRIPTION

The primary purpose of this position is to ensure that all payments (leases, invoices, royalties) for jointly owned properties are processed accurately and timely and in accordance with company procedures and compliant with regulations and accepted practices

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- Monitor production reports, contracts and other documents for jointly owned properties for accuracy
- Monitor production reports, contracts, and expenses in order to prepare payments for jointly owned properties
- Interact with supplies, partners and other outside customers to resolve issues related to the payments requested or received
- Perform other job-related activities as may be deemed appropriate by management

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the natural gas industry, knowledge of sales process and commodity pricing, knowledge of the gas industry, knowledge of the market and the major players, knowledge of local nuances (CO2 treating facilities, local knowledge of sales and city gate sales)
- Ability to establish and maintain professional relationships with buyers, trading companies, and distribution companies
- Ability to communicate both verbally and written
- Skilled in the use of MS Office products, OGSYS, PHDwin and OGRE

MINIMUM QUALIFICATIONS

- H.S. Diploma or equivalent
- 8 years experience in the natural gas Industry with an emphasis in marketing, finance or accounting
- An equivalent combination of education and experience will be considered

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How to Apply

Email to HRJobs@atlasenergy.com. Please attach your resume and cover letter along with your message. Information must be submitted in Microsoft Word® or Adobe Acrobat® format. Please be aware that email may not be a secure means of communication.