

SENIOR LAND ADMINISTRATOR

Privately held oil and gas company is looking for an experienced **Land Administrator** to join its Dallas, Texas team. Must have in-house experience. Position will report to CFO.

Responsibilities:

- Compute, verify and process company and outside-operated division orders.
- Update company ownership records and issue Division Orders or Transfer Orders as necessary.
- Create and maintain ownership records, suspense records, and title records.
- Research and compile mineral, royalty and working interest division of interest ownerships for operated and non-operated properties.
- Set up and maintain lease records, contracts and division of interests of producing properties.
- Set up and maintain well records, including property descriptions, company ownership in acreage.
- Analyze and interpret agreements, leases, assignments, contracts, title opinions and other land related documents to determine the company's interests, royalty rates, payment provisions and disbursement.
- Review and process escheat monies on a yearly basis.
- Track and ensure monthly payments due for shut-in wells.
- Handle gas balancing allocations.
- Distribute AFEs to partners and monitor returns.
- Assist accounting, geology, operations and engineering as needed.

Qualifications:

- Bachelor or higher degree in Petroleum Land Management, accounting or technical degree preferred.
- 10+ years experience in E&P and 5+ years land-related jobs required.
- Personable and able to work effectively with internal and external parties (royalty owners, landowners, non-op owners, attorneys).
- Computer proficient in Excel and Word. Experience with Excalibur, Dwights, Drilling Info, and IHS a plus.
- Familiarity with accounting and regulatory functions a plus.
- A team player, able to multi-task and excellent attention to detail.

If you are interested and possess the qualifications, please forward your resume immediately. Your information is CONFIDENTIAL. We will not forward it to anyone before discussing it with you.

Send your resume to openings@energysearchassociates.com

Or apply online at www.energysearchassociates.com

Call 972-628-6432 for more information.



