

## OIL & GAS 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.

### Responsibilities:

- Create and maintain ownership records, suspense records, and title records in accordance with company policies and legal requirements.
- 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.
- Update company ownership records and issue Division Orders or Transfer Orders as necessary.
- Coordinate between accounting and operating personnel to clarify and resolve problems.
- Maintain good communications with partners, operators and purchasers.
- Support operations in landowner agreements, complaints and ensure ROW/SUA payments are made timely.
- 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.
- Compute, verify and process company and outside-operated division orders.
- Assist in JIB review of payments when needed.
- Review and process escheat monies on a yearly basis.
- Track and ensure monthly payments due for shut-in wells.
- Handle gas balancing allocations.
- Assist geology and engineering as needed.
- Distribute AFEs to partners and monitor returns.

### Qualifications:

- Bachelor or higher degree in Petroleum Land Management, accounting or technical degree preferred.
- 5+ years in-house E&P land-related experience required, including division order and lease analysis work.
- Personable and able to work effectively with internal and external parties (royalty owners, landowners, non-op owners, attorneys).
- Computer proficient. Experience with BOLO highly desired.
- Familiarity with accounting and regulatory functions a plus.
- A team player, able to multi-task and excellent attention to detail.

**If you are interested, please contact us. Your information is CONFIDENTIAL.**

Send your resume to [openings@energysearchassociates.com](mailto:openings@energysearchassociates.com)

Or apply online at [www.energysearchassociates.com](http://www.energysearchassociates.com)

Call 972-628-6432 for more information.

