

Verdad Resources LLC (Verdad Oil & Gas Corporation) is taking applications for a Division Order Analyst

Job Summary:

Responsible for setup and maintenance of record title ownership for revenue and joint interest billing division of interest decks. Update ownership records and communicate with royalty and working interest owners.

Job Duties and Responsibilities

- Analysis, calculation and maintenance of record title ownership and division of interest
- Establish, update and maintain land, joint interest billing, and revenue decks
- Create, update and maintain BPO and APO joint interest billing and revenue decks
- Verify and setup unleased mineral owners and participating mineral owners
- Assist with research, special projects and other duties as required, ie. Internal audits
- Analyze title opinions, oil and gas leases, curative, conveyances, probate and Heirship data and other legal documents to determine ownership of production proceeds from oil and gas wells.
- Generate and distribute division orders and transfer orders
- Respond to inquiries from royalty and working interest owners on division of interests
- Interface with accounting regarding royalty and joint interest billing payments
- Process changes of mineral, royalty and working interest ownership
- Maintain accurate name and address data for lessors, payees and partners
- Assist with data conversion on the acquisition of properties
- Assist with research, special projects and other duties as required
- Must be able to effectively communicate both orally and in writing

Minimum requirements

2 to 5 years of division order experience

Knowledge of land operations

Good interpersonal skills

Ability to multi-task

Excellent problem solving skills

Ability to do detailed research

Please send resumes to rrowe@verdadoil.com