

## **Sr. Division Order Analyst**

### **Steward Energy**

**Frisco, Texas**

Steward Energy is a private equity funded oil and gas E&P company, primarily focused in West Texas and Southeast New Mexico. Steward is seeking an experienced Division Order Analyst, to join its team full time, at their corporate office located in Frisco, Texas.

#### **Position Summary:**

The primary responsibility of this position will include the creation and maintenance of Division of Interest (DOI) decks. Along with the analysis of oil and gas leases, unit agreements, drilling and division order title opinions, title requirements, title curative, contract conditions and development history. This individual will communicate directly with royalty owners, mineral owners, and working interest owners with the handling of transfers, inquiries, and address changes.

#### **Responsibilities:**

- Analyze leases, contracts, title opinions, and development history prior to creating DOI and JIB decks for producing units to ensure proper and accurate decks are created timely.
- Efficiently process ownership transfers, address changes and other owner maintenance for DOI decks in both accounting and land management software.
- Communicate professionally and respectfully with royalty, mineral and JIB owners.
- Research online courthouse records, files, deeds to solve complicated ownership discrepancies.
- Creation and maintenance of JIB decks, and tracking AFE consents.
- Timely communication with the accounting department and assisting with the reverse and re-book of decks, as necessary to ensure accurate and up-to-date ownership records.
- Proper suspense and release of revenue owners in regards to curative requirements.
- Review, manage and determine escheat issues.

#### **Knowledge, Skills and Attributes:**

- Strong analytical and problem-solving skills
- Ability to communicate and multi-task effectively
- Proficient with Microsoft Office (Word, Excel and Outlook)
- Experience with BOLO, pivot tables and iLandman a plus

Interested applicants should email their resume to [land@stewardenergy.com](mailto:land@stewardenergy.com).