



MD America Energy, LLC is a Texas based oil and gas operating company engaged in the acquisition, development, exploitation and production of crude oil and natural gas properties in East Texas. Assets currently consist of approximately 71,000 net acres with over 300 drilled and operated wells.

MDAE's parent company, Meidu Energy Corporation ("Meidu"), is a publicly listed company on the Shanghai Stock Exchange. Meidu acquired Woodbine Acquisition Corp. in 2013 and changed the operating company's name to MD America Energy, LLC.

**Position:** Division Order Analyst – In House Contractor

**Position Overview:**

The Division Order Analyst is responsible for processing transfers of interest between third parties based on title documents.

**Duties and Responsibilities:**

- Reviews and analyzes title documents
- Determine working interest and net revenue interest
- Research and resolve revenue discrepancies
- Maintain records for joint interest and revenue billing decks
- Review and approve division orders for non-operated wells
- Advanced account reconciliations
- Performs other duties as assigned

**Job Requirements:**

- College degree preferred
- 3-5 years of land experience
- Strong analytical skills required to perform a series of analytical and revenue/royalty-related activities from initial well production through the life of the well
- Must be familiar with estates and transfers and strong knowledge of Texas record title
- Experience with processing outside office division orders and must be able to put together a division of interest for a pooled unit
- Strong skill set required to review all legal title documents and be able to recognize, interpret, and understand the effects of their integrity and validity.
- Possess excellent people skills and demonstrate effective written and verbal communication skills
- Must be proficient in computer applications with strong skill set in learning software
- Excellent math/quantitative skills

Please send all resumes and inquiries to [Leah.Whitworth@mdae.com](mailto:Leah.Whitworth@mdae.com)

MD America Energy, LLC is an Equal Opportunity Employer