



FAULCONER ENERGY

Oil & Gas - Division Order Analyst

Position Profile:

Falconer Energy, LLC, a well-respected, growing, privately owned Independent Texas Oil & Gas company with over 40 years in the business, has an opportunity for an experienced Division Order Analyst in our Tyler, Texas corporate office. This position assists in the management of distribution of proceeds from the sale of oil and/or gas to owners and completes all aspects of ownership set-up on newly acquired properties. This position reports directly to the Vice President of Land.

This Division Order Analyst role is a new position which has resulted from ongoing growth of Falconer Energy. This position represents a great career opportunity for the right individual who wants to contribute to the continued success of an evolving Company in the Oil & Gas Industry.

The Division Order Analyst position is **located in beautiful Tyler, Texas** in the Piney Woods. This location is very desirable due to the **high quality of life**, minimal commuting time to work and abundant recreational activities in the area. If you are contemplating a life style change from the congested city, Tyler provides a **great family-friendly alternative**.

Position Responsibilities:

- Responsible for Division of Interests for operated and/or non-operated properties
- Analyze and interpret legal ownership through the examination of division order title opinions and calculate/confirm the correct decimal of interest ownership.
- Sets up Division of Interests for acquisitions after reviewing suspense codes, title opinions and history files; notifies applicable oil and/or gas purchasers and requests transfer of interest to FE as new operator, providing a copy of recorded instrument evidencing change of ownership. Prepares Indemnification Division Orders and Letters-In-Lieu as required.
- Establishes and maintains ownership in accordance with record title for revenue distribution
- Suspends and releases owners as necessary.
- Resolves ownership curative issues and processes administrative duties ensuring ownership is accurate for distribution of revenues.

- Deals with interest owner requests, performs associated research, and prepares responses to inquiries.
- Obtains information from owners and attorneys regarding legal documents required to complete a requested change of ownership. Prepares Division of Interest changes and distributes Division Orders and Transfer Orders for changes in ownership on operated properties.
- Participates in due diligence activities by validating ownership.
- Assists in locating owners with inaccurate addresses and obtaining the necessary information to place the interests in an active pay status for returned checks and 1099's.
- Develop a network of contacts and maintain a positive rapport with both internal and external customers.
- Assists accounting department in unclaimed property reporting and prepares appropriate due diligence inquiries.
- Works with Landmen on AFEs, supplying the list of working interest owners. Prepares a BPO/APO Division of Interest as required.
- Prepares information for the Landman to review when an owner makes a request for FE to make an offer for their interest.
- Prepares Transaction Notices and corresponding Division of Interest Change Notices, along with providing accounting with all other DOI's, notices or memos that affect the division of interest for acquisitions and divestments.
- Assists in the implementation of all phases of Division Order and Land Department functions and performs any additional support duties as may be assigned.

Required Qualifications:

- Five (5) plus+ years of experience in Oil & Gas Division Order or legal field desired.
- Bachelor's Degree preferred, but not required.
- Proficient in Microsoft Word and Excel.
- Strong analytical and mathematical skills with ability to calculate owner interest.
- Strong interpersonal and communication skills – both written and verbal.
- Well-developed organization skills with ability to work with deadlines on multiple projects.
- Demonstrated ability to analyze and compile data and perform basic calculations while maintaining confidentiality.
- Excellent interpersonal skills with ability to work effectively with diverse groups of people.
- Ability to work in a fast-paced team environment.
- Capability to work with limited supervision.
- US Citizen or already have the right to work in the United States for any employer without sponsorship.

Attractive compensation and benefits package for qualified candidates.

For consideration please email resume to careers@faulenergy.com EOE