

Oil/Gas - Division Order Analyst

Trinity Petroleum Management, LLC provides outsourced accounting, land and systems services to the upstream oil and gas industry. We have multiple clients ranging from start-ups to well established operators whose growth strategies emphasize drilling, production and acquisitions.

Overview:

This position is unique, the Division Order Analyst will setup and maintain Revenue and JIB decks for multiple clients. The role also includes working on various projects for clients ranging from assisting in gathering required information from mergers/acquisitions, to inputting lease data and assisting accounting with reversal and rebook deck revisions. This role will report to the Division Order Supervisor.

Responsibilities:

- Ability to shift from multiple clients as priorities and deadlines change each month.
- Analyze, setup and maintain divisions of interest for both JIB and Revenue disbursements. Including taxes, deductions and burden groups.
- Maintain electronic records for revenue and expense decks on both operated and non-operated properties.
- Review requests for all deck changes, ensuring proper documentation and obtaining client approval for all JIB and Revenue changes.
- Setup and maintain properties and other master records in the system as needed.
- Prepare and send out division orders to owners for signatures and client records as needed per the requirements of each individual client.
- Perform pay code changes, suspense releases, ownership transfers, and allocations of interest as needed with proper documentation and communication with clients.
- Research, resolve and respond to owner inquiries related to ownership issues.
- Work closely with revenue accounting to ensure exempt interests are properly accounted for relating to deductions and expenses.
- Calculate and maintain true interest, inflated and PPI decks as needed.
- Take on other related special projects and research as required by the clients.

Qualifications:

- Excalibur experience preferred
- Division Order experience required
- Microsoft Office proficiency required
- Excellent communication, interpersonal and analytical skills
- Detail orientated, self-starter with excellent critical thinking skills
- Ability to work independently on individual client needs
- Excellent time management skills
- Preference given to college degree or comparable experience
- Candidates seeking part-time work are encouraged to apply

Compensation:

- Estimated pay range \$85-100k+ depending on experience
- Medical, dental and vision insurance
- Short and long-term disability insurance
- Basic life and AD&D insurance
- 401(k) with company match
- Paid Time Off (PTO)
- Discretionary Profit Sharing

Trinity offers an excellent work environment with schedule flexibility, benefits, and a competitive compensation package. This position can be in the office, hybrid, or fully remote. Email resumes to: mbutler@trinitymgt.com.