



Example of Division Order Analyst Job Description

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Our company is growing rapidly and is looking for a division order analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for division order analyst

- Transmittal of WEB customers payments stubs
- Review and resolve exceptions in payment variances
- Reconcile the transfer of journals to PeopleSoft for 9 Companies and two different pay cycles
- Resolve cash management issues including
- Develop and maintain a good rapport with producers and other third parties, internal marketers, gas revenue accountants, contract administration and outsourced division order analysts
- Perform Quorum software system testing (bugs and enhancements)
- Assist the execution of annual audit, as required
- Support and implement change and continuous improvement opportunities
- Understand the performance expectation of the team and support in the measurement and reporting of KPIs for area of responsibility
- Manage assigned geographic area by coordinating the set up and maintenance of ownership records based on title information and pooling/unitization

Qualifications for division order analyst

- Working knowledge of division order revenue distribution software
- Knowledge of legal descriptions and land title documents
- Knowledge of basic division order concepts, estates, and calculating decimal interest
- Bachelor's degree in business or related field, or equivalent experience and

- Bachelor's degree in finance, accounting, business administration or a similar degree field with minimum of 5 years' related experience at a professional level
- Aptitude to effectively learn company specific accounting and operations systems