



Example of Division Order Analyst Job Description

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Our innovative and growing company is looking for a division order analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for division order analyst

- Basic to intermediate Microsoft Office (Word and Excel)
- Prepare Production Tax Remittance and Reporting to states as appropriate
- Process Checkwrite files for various assets each month
- Develop and maintain a good rapport with producers/owners and other third parties, internal marketers, gas revenue accountants, contract administration and division order analysts
- Professionally and competently respond to producers and interest owner inquiries
- Analyze incoming documents affecting ownership interests in order to maintain ownership records
- Research and resolve title requirements for suspended interest owners
- Perform Quorum QDOD software system testing (bugs and enhancements)
- Assists producers and interest owners with inquiries, advising owners of proper procedures and requirements
- Analyze incoming documents affecting ownership interests in order to maintain ownership records with minimum assistance

Qualifications for division order analyst

- 1+ year of Division Order experience
- Perform all clerical functions required by the Department and assist with special projects as requested

- Previous experience working Eagle Ford (S
- Bachelor's Degree preferred, HS degree or equivalent required