

Job description

RKI Energy Resources is looking for an experienced Lease Records Supervisor or Manager, depending on experience, to join its new and innovative team.

RESPONSIBILITIES/DUTIES

- Manage the efforts of Lease Analysts and Administrators in lease and contract analysis, document management, data integrity and cleanup projects. Includes the maintenance of federal units, participating areas and their related leasehold and contracts.
- Manage the efforts of Land GIS Analyst, including special projects for executive team and creating, maintaining, and mapping shapefiles, geodatabases and other files of leasehold, potential A & D's, obligations, wells, drilling blocks, federal units, etc.
- Provide regular feedback, encourage employee development, and perform annual reviews for all Lease Records employees.
- Quarterly and special project reporting for Land, Accounting, executive Management and other departments as necessary. Includes reconciliation of Land and Lease Records related costs/revenues, allocations, and transfers to Proved.
- Manage electronic payment and non-payment obligation calendar to ensure Land recommendations are made properly, and all monthly payments are made timely and accurately.
- Manage the use and administration of company Land systems. Manage configuration and implementation of any new Land systems; administer all Land system security, training, and system testing. Manage ongoing system support projects and issues.
- Develop general business processes and document procedures for Lease Records and applicable Land functions (i.e. relating to Land or GIS systems and cost allocation procedures).
- Work with Land, Division Orders and external agents to determine and coordinate preparation of assignments and other curative necessary under title opinion requirements.
- Provide internal and external due diligence and reporting of leases and contracts for acquisition, divestiture, and investor requirements.
- Track AMI leasehold and prepare offers and assignments to partners based on terms of AMI and other agreements.
- Facilitate positive relationships with partners and members of federal, state, and county agencies.
- Complete lease and contract set up and maintenance and/or manage and review outsourced completion.

- Review, prepare mailing packets, and image copies of all payments managed by Lease Records.
- Send all Land and Lease Records documents to be recorded and approved in county and state agencies; maintain tracking system/log.
- Complete imaging and filing for all Lease Records maintained agreements.

JOB REQUIREMENTS

- Bachelor's Degree plus at least six years of lease records experience
- Proficient in Microsoft Office especially Excel
- Knowledgeable in all areas of lease analyst work
- Proficient using Land Management software preferably Quorum and/or LIS
- CPLTA – Certified Petroleum Lease & Title Analyst preferred

Seniority Level

Mid-Senior level

Industry

- Oil & Energy

Employment Type

Full-time