



POSITION AVAILABLE

LEASE ANALYST

DALLAS, TEXAS

JOB DESCRIPTION

The broad scope of responsibilities of a Lease Analyst include analyzing, implementing and maintaining terms and payments for lease, mineral and contractual agreements in Matador's Land system. This position will be responsible for supporting all land and lease administration activities.

Responsibilities include:

- Analyze and maintain all lease and contract records to ensure accurate reporting data.
- Review oil & gas agreements and title information to verify, calculate or change ownership interests.
- Maintain and update company records in Quorum Land System.
- Review monthly calendar for payments, expirations and obligations.
- Read daily operations reports and maintain lease status in Quorum Land System.

JOB REQUIREMENTS

- Working knowledge of calculation of working, net revenue, royalty and overriding interests, Oil and Gas Leases, Company Owned Minerals, Easements, Joint Operating Agreements, Pooling Orders.
- Experience in STX and Louisiana. Preferred but not required.
- Strong written and verbal communication skills.
- Able to organize and prioritize a diverse and heavy workload consisting of many detailed procedures and deadlines.

JOB BENEFITS

Compensation includes industry competitive salary commensurate with experience, performance incentives, plus medical and dental benefits, 401(k), etc. Details are available upon application.