

Job Title:	Senior Land Contract/Lease Analyst	Reporting To:	Land Manager
Department/Group:	Land	Position Type:	Full-Time Staff
Job Description			
<p>The representative would be responsible for all facets of the discipline, analysis and management of contractual and lease agreements, to drafting, preparing and inputting all relevant data to ensure the highest level of quality.</p> <p>Role and Responsibilities</p> <p>The incumbent will be responsible for the following:</p> <p>CONTRACT ADMINISTRATION</p> <ul style="list-style-type: none"> • Monitoring contractual obligations, changes in working interest, operatorship, land ownership, and updating contract and lease records in CS Explorer as required • Preparing and processing Independent Operations Notices, Abandonment Notices, Notices of Assignment, Change of Operatorship, etc. and track Cardinal's obligations in conjunction with Landman and Area Team; • Prepare and process various land agreements (i.e. NOA's, JOA's, Amending agreements, Quit Claim agreements, Production Allocations, Pooling, Farmouts, etc.) • Verification of RTD's and AFE's • Input of new contract summary and history on CS Explorer and maintenance of same • Handle partner issues relating to contract and minerals • Review and process conveyance documentation • Project analysis of old contracts and required clean-up of same, i.e. outstanding royalties, working interest recognition and reconciliation <p>LEASE ADMINISTRATION</p> <ul style="list-style-type: none"> • Prepare and process of monthly annual lease rentals for all Crown and Freehold, Mineral • Process and review all expiring acreage • Prepare and process lease continuations and handling of joint partners • Approve and code third party invoices in EnergyLink • Set up new leases acquired or earned • Prepare and process required transfer documentation <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • Minimum 10 years related experience in the above identified Role and Responsibilities • Proficient in CS Explorer, EnergyLink, Accumap and AFE Nexus • Ability to work independently • Working knowledge of Alberta and Saskatchewan administration 			