
JOB TITLE: TITLE ANALYST
DEPARTMENT: OIL & GAS
REPORTS TO: OIL & GAS MANAGER
CLASSIFICATION: EXEMPT
LOCATION: DALLAS, TEXAS

Position will be primarily responsible for the timely processing of division orders, to facilitate the receipt of oil and gas royalty income to our clients and to give a detailed accounting of income and expenses by account, property and well levels. Title Analyst will setup new accounts, properties and will be responsible for completing annual reviews of these accounts. The position will utilize oil and gas management software to setup, analyze new accounts and manage wells and properties. The Oil & Gas Department works in conjunction with Operations to ensure correct and timely processing of income and expenses.

WHO YOU ARE

As a Title Analyst, you are on the oil and gas team and apply title knowledge to resolve a variety of complex issues. You intimately understand the oil and gas industry and have the ability to utilize technology to maximize efficiency. Being well rounded, you analyze system issues, while also having a professional demeanor when communicating with internal and external team members. You are a team player but can take an idea and run with it with little supervision. To you, the details matter.

Instead of merely completing a task, you are about challenging the status quo and offer insight on ways to improve processes. It can get busy around here, but when the going gets tough, you prioritize, work with your team and get your tasks completed. Punctuality in both work and attendance is one of your top objectives.

Essential duties and responsibilities

YOU ARE EXCELLENT AT:

- Reviewing division orders, and if necessary preparing industry standard division order forms and attachments
- Preparing documents for legal approval and transmitting back to the oil company
- Working with internal departments to setup accounts and assets
- Analysis of land descriptions, acreage totals, interest ownership, lease data and obligations and production
- Annual account reviews which may require follow-up on 1st payment, recovery of suspended royalties and recovery of money escheated to state
- Identifying and setting up well and payer data in order to efficiently process income
- Identifying account and property information on class action settlement checks, tax refund checks and other payments
- Communicating with oil companies about non-resident withholding deducted in error and other improper deductions
- Producing and posting annual client reports
- Contacting oil and gas purchasers, operators, property tax consultants and clients on matters related to our oil and gas properties

Competencies and qualifications

YOU HAVE:

- A Bachelor's degree in business or other related field preferred

- 5-7 years of experience
- Certified Professional Lease and Title Analyst (CPL TA) and/or Certified Minerals Manager (CMM) with continuing education
- Specialized knowledge in minerals management and/or land management within oil companies
- Experience in analysis of all types of title documents, oil and gas leases, land contracts and division orders
- High-level organizational skills
- Computer proficiency in Microsoft Office, especially Excel
- A strong command of the English language

HighGround has a professional, open office environment

TITLE ANALYST WORKING CONDITIONS:

- Routinely uses standard office equipment such as computers, phones, multi-functional copiers and filing cabinets
- Usually sits to complete job functions, but may walk or stand for brief periods of time (access to sit-to-stand desks for optimal flexibility is provided)
- Must be able to lift up to 20 pounds
- Is required to have close vision, distance vision and the ability to adjust focus
- Is required to have the ability to lift files, open filing cabinets and bending or standing on a stool as necessary
- Is required to work onsite and has little to no expected travel

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Employees holding this position will be required to perform any other duties as requested by management, from time to time in its sole discretion. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

WHO WE ARE

Our vision is to Protect, Strengthen and Grow our nonprofit clients. We believe there is no pursuit more important than this; because we believe the work we do now and in the future will not only shape our lives, but will empower the many organizations that truly transform lives. This vision forms an authentic pathway to our mission—to be an innovative and vigilant caretaker of the funds and assets entrusted to us by the nonprofits and generous individuals we serve through effective asset management, planned giving strategies and account administration. It is the outcome we work towards together—to have a greater impact on the world and on individual lives. It is the outcome that allows us to be a part of something bigger, something greater than ourselves. We hope you will decide to join us on this incredible journey.

HighGround is committed to our brand promise and our core values. As such, we hope and expect that you will strive to keep our clients at the center of everything you do, be honest, remain professional at all times, exhibit humility and think outside of the box like our founders did, who were pioneering and visionary when our journey began in 1930.

HighGround offers a comprehensive benefits package that includes a progressive medical plan, dental, disability benefits, retirement plan and more but don't take our word for it, have a look at what other HighGrounders are saying and learn more about our benefits here:

www.highgroundadvisors.org/about#careers.

If you are interested in becoming a part of the HighGround team please email your resume and cover letter to: HR@highgroundadvisors.org.