

City of Fort Worth, Texas Job Description

Classification Title	Gas Lease Analyst		
Job Code:	PR5140	Job Family:	Professional
Pay Grade	610	Date Created:	06/19/18
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Under general supervision, coordinates and manages complex research and financial analysis to assure compliance with mineral management contracts including leases, surface agreements, pipeline agreements, and division orders. Oversees, and recommends policies for financial activities related to mineral management to upper management for compliance with gas lease terms, City financial policies, and both internal and external audit objectives.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Analyzes and audits all aspects of the gas revenue program to ensure all gas revenue due the City and its entities are in accordance with the Lease Agreement is received in a timely manner.
2. Communicates with and assures contract compliance by national and international production companies. Coordinates and communicates with governmental agencies, City corporate entities, City personnel on gas lease issues, and provide support for outside consultants and the City attorney's office.
3. Analyzes and interprets gas leases, assignments, and various agreements. Enters all contract information and conditions into City's information system. Compiles reports from City financial systems, internal databases, public records, web-based mineral management resources.
4. Reviews leases and contracts to create and monitor lease obligations; maintains related records.
5. Prepares ad hoc reports and answers any and all queries related to gas revenue for internal and external customers.
6. Prepares daily and monthly eRDDs to record gas revenue receipts and transfers; coordinates with accounting department to resolve issues.
7. Reviews and approves monthly allocations of gas revenue to ensure compliance with Financial Management policy statements; ensures accuracy of General Ledger and wire transfers.
8. Prepares schedules at year end to support CAFR audits.

9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Detailed knowledge of the oil and gas industry, especially related to the complexities of royalty revenue.
 - Critical obligations, provisions and payments in regards to gas leases, contracts and other legal documents.
 - The City's mineral management program.
 - PeopleSoft Accounts Receivable and General Ledger system.
 - The City's Financial Policy Statements.
 - Auditing concepts.
- **Skill in:**
 - Microsoft Excel.
 - Analyzing financial data.
 - Researching well and production information.
 - Compiling and analyzing financial data from multiple sources including web-based systems and city financial systems.
 - Resolving complex problems independently.
 - Analytical review and attention to detail.
 - Modifying or generating ad-hoc reports.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Design financial models in Excel to compile and analyze extensive amounts of information.
 - Understand and interpret complex oil and gas agreements including leases, marketing contracts and pipeline agreements.
 - Understand complexities related to gas revenue.
 - Comply with audit objectives.
 - Research and analyze complex royalty issues.
 - Prepare clear and concise reports.
 - Respond effectively to questions from internal and external customers.

QUALIFICATIONS

MINIMUM REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Finance, Accounting or Business Administration and four years of financial experience related to gas leases and revenues.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.