



**OFFICE:** Denver, Colorado

**JOB TITLE:** Production Analyst

**REPORTING RELATIONSHIP:** Production Manager, Nine Point Energy

**Job Summary:**

A full-time Production Reporting Analyst in the Denver, Colorado office. The Production Reporting Analyst will be responsible for coordinating and completing assignments involving advanced technical knowledge of production reporting principles in the industry.

**Duties and Responsibilities:**

The Production Reporting Analyst will be responsible for executing the following job duties and responsibilities:

- Responsible for validation, reporting and analysis of daily / monthly allocated production volumes for both operated and non-operated volumes. Validate and report both internal and external production reporting.
- Troubleshoot system issues as well as volumes issues as needed and work with all parties involved to resolve on time and accurately.
- Ensure timely and accurate Federal (OGOR) and State (NDIC & MBOGC) production reporting monthly as well as on going clean up and changes on an as needed basis.
- Monitor changes in Federal and State production reporting requirements / regulations and implements changes in established processes as applicable.
- Work closely with Operations, IT, Marketing, and Revenue to identify opportunities to streamline production process.
- Work closely with Purchasers and Partners to provide accurate allocation splits and production volumes.
- Create a work environment that is consistent with the company's Purpose, Vision & Values and reinforces clear expectations of behavior.
- Maintain respectful and productive working relationships between the field Operations group, Regulatory, Drilling and Completions teams, Engineering, Procurement, Accounting, Finance, Human Resources, and other teams.
- Other duties as assigned to support the success of the department and Company.

**Knowledge and Skills:**

- Demonstrated experience and expertise in oil and gas production accounting including Federal, State and Non-Op.
- Strong analytical skills with attention to details, and the ability to develop, refine and implement initiatives targeted at accurate, efficient and timely production reporting.
- Extensive knowledge of P2 (Merrick) software including ProCount and PetroRegs.
- Understanding of Flow Cal, nice but not necessary.

- Expertise and understanding of production reporting requirements governed by Bureau of Land Management, Montana Board of Oil and Gas Conservation and North Dakota Industrial Commission.
- Proven experience and extensive expertise in Federal Reporting (OGOR) as well as ability to work closely with outside agencies such as BLM, ONRR, NDIC and MBOGC to ensure deadlines are met with accurate reporting.
- Expertise building positive and effective relationships across teams and various levels in the organization – both office and field.
- Proven ability to work with people at all levels inside and outside of the company.
- Understanding of Marketing contracts a plus.
- Effective verbal and written communication skills.
- Self-starter with the ability to work in a lean team and with varying degrees of direction and works well under pressure.

**Education and Experience:**

- 5 years' plus extensive experience in production accounting/reporting.
- Bachelor's degree or appropriate qualified experience desired.
- Upstream Oil & Gas experience a plus.

**Other**

Local applicants only

Qualified applicants will be contacted