



Position:	Land Compliance, Lease Analyst
Reports To:	Manager, Land Compliance
Apply To:	Human Resources: humanresources@prairiesky.com
Location:	Calgary
Posting Date:	March 1, 2019
Closing Date:	March 17, 2019

Company Profile

PrairieSky Royalty holds the largest independently-owned portfolio of fee simple mineral title and other oil and gas royalty interests in Canada.

PrairieSky Royalty encourages third parties to actively develop its properties, while strategically seeking additional petroleum and natural gas assets that provide it with medium-term to long-term value enhancement potential.

The company is located in Calgary, Alberta, and trades on the TSX under "PSK".

The Position

PrairieSky's Land Compliance Team is seeking a results-oriented intermediate analyst with strong collaborative skills who is able to produce accurate work in a fast-paced environment. The chosen candidate will be responsible for ensuring compliance of lease terms within a geographic area. Candidates should expect to have a high degree of accountability and to think like they are an owner.

This is a 6-month term position with the potential to become full-time for the right candidate.

Responsibilities

- Analyze well and land data.
- Identify and map offset wells, prepare offset notices.
- Process compensatory royalty elections and ensure proper invoicing by the accounting team.
- Prepare partial lease continuation agreements resulting from offset surrender elections.
- Analyze and prepare default and take-in-kind notices.
- Provide support to team members as required.
- Respond to internal queries regarding interpretation of royalty terms including allowable deductions.
- Draft responses to lessees regarding compliance notices.
- Update, validate, and maintain accurate data in land system.
- Complete title review and remedy deficiencies on land files as required.

Qualifications

- Minimum of 10 years' directly related mineral land experience.
- Strong computer skills including Word, Excel, Accumap, and LandRite expertise would be beneficial. Preference will be given to candidates with superior Excel skills.
- Expertise in royalty interpretation.
- Superior analytical skills.
- Demonstrated commitment to deliver quality results with a high attention to detail.
- Strong understanding of Canadian PNG regulations, freehold mineral leases and land contract agreements.
- Capacity to be both a cooperative team member and a self-starter.
- Graduate from a recognized land program preferred or an acceptable combination of education and experience.

If interested in this position, please forward a copy of your resume and cover letter to: humanresources@prairiesky.com.