



## CARDINAL ENERGY LTD.

### **Senior Land Contract/Lease Analyst**

We are looking for a Senior Land Contract/Lease Analyst to be a member of our Calgary team. The successful candidate would be responsible for all facets of the discipline, analysis and management of contractual and lease agreements, drafting, preparing and inputting all relevant data ensuring the highest level of quality.

### **Requirements**

- Minimum 10-15 years related experience in the above identified Role and Responsibilities
- Proficient in CS Land, EnergyLink, Accumap and AFE Pandell
- Ability to work both independently and as a part of a team
- Working knowledge of CAPL Operating Procedures and PASC Accounting Procedures
- Working knowledge of Alberta and Saskatchewan lease administration/regulations

### **Roles and Responsibilities**

#### **Contract Administration:**

- Monitoring contractual obligations, changes in working interest, operatorship, land ownership, and updating contract and lease records in CS Land 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 the 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 RTDs and AFEs
- Input of new contracts and maintenance of agreement details in CS Land
- Investigate and respond to partner issues/queries relating to contract and minerals
- Review and process conveyance documentation and update the files digitally in StackDX system
- Project analysis of old contracts and required clean-up of same (i.e., outstanding royalties, working interest recognition and reconciliation)



**Lease Administration:**

- Review annual lease rentals for Freehold mineral holdings, including verifying lease clauses relative to production requirements
- Review and process expiring acreage
- Prepare and process lease continuations and communications with joint partners
- Approve and code third party invoices in EnergyLink
- New lease setup
- Maintain the files digitally in StackDX system

For more information on Cardinal Energy Ltd. please see our website at: [www.cardinalenergy.ca](http://www.cardinalenergy.ca)  
Please e-mail your cover letter and resume to: [land@cardinalenergy.ca](mailto:land@cardinalenergy.ca) on or before August 25, 2023.

*We thank you for your interest, however only those applicants selected for an interview will be contacted.*