



Senior Contract Administrator

Enerfin Resources Company has an immediate need for a seasoned contracts administrator to join our dynamic team of professionals. This position is based in our Houston, Texas, corporate office located in the Westchase District.

The primary role will be to assist in the management and administration of company commercial contracts and coordinate and participate in a wide array of special projects for the Manager of Contracts Management & Administration and Senior Management.

Enerfin Resources Company and its affiliated operating entities own and operate natural gas pipelines, compression, processing plants, treating facilities and oil & gas production. The Company is privately held entering its twenty-first year of business and currently has operating locations in Texas, Oklahoma, Louisiana, California and Oregon.

Job Duties:

- Prepare, organize, and maintain gas purchase, gathering, processing, sales and other related contracts and amendments necessary to support commercial functions.
- Lead review efforts to recommend and implement purchase contract price redeterminations in coordination with gas supply team members.
- Conduct ongoing review of a variety of gas contracts to ensure compliance with pricing, gas measurement, quality, quantity, commitment and other contract provisions.
- Review and analyze economic models and related materials relative to gas supply, business expansion and marketing projects.
- Assist in analysis of volume, price, margin, and other commercial data for management reporting of midstream system assets.
- Assist in the completion and maintenance of a global contract database with emphasis on automation of contractual data with accounting settlement systems and further development of reporting capabilities.
- Prepare and communicate pricing and volume information to accounting, management, and third parties as needed each month.
- Prepare, review and approve letters, invoices and other documents related to contracts and commercial transactions.
- Analyze and prepare commodity price exposure reports for risk management functions.
- Respond to inquiries from operator-producers and/or interest owners regarding payments or other matters under gas contracts.
- Coordinate the organization and maintenance of files related to asset acquisitions and respond to queries from company business development, gas supply, operations, land and other personnel and third parties relative to such transactions records.
- Assist the Manager – Contract Management and Administration and/or Operations personnel in handling certain land matters related to right of way easements, site leases, and other relevant land issues.
- Create files as needed to organize and support transactional data on future acquisitions.
- Assist the Manager – Contract Management and Administration in any matter requiring additional research and/or documentation.

Qualifications:

- Bachelors or Associates Degree in Business Admin., Accounting, or Finance; advanced degree a plus.
- Minimum 5 years oil or gas contract administration experience; gas accounting or midstream operations experience a strong plus.
- Demonstrated organizational and analytical ability.
- Experience with integrated oil and gas accounting software a plus (preferably OGSYS).
- Ability to work independently with minimum supervision and handle multiple tasks simultaneously using creative/analytical thinking.
- Strong initiative and customer service focus; flexible with changing priorities.
- Effective interpersonal communication skills; ability to interact with customers and personnel at all levels.
- Proficient in computer skills, primarily Microsoft Word, Excel, and Access; PowerPoint, Business Objects (Crystal Reports), and records management software a plus.

Salary commensurate with level of experience; benefits include medical, dental, vision, LTD, life, HSA, FSA and 401(k) Profit Sharing Plan; vacation and sick leave. Please e-mail resumes to Patty Abraham, Human Resources Manager at pabraham@enerfin.com.