

MJ Jensen, Director of Finance and Administration

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PROFESSIONAL EXPERIENCE

Synapse Energy Economics Inc., Cambridge, MA. *Director of Finance and Administration*, 2013 – present.

Oversee all aspects of finance and administration, including accounting, human resources, information technology, and facilities. Primary responsibilities include:

- Oversee all finance and accounting functions, including billing & A/R, budgeting, asset management, cash management, payroll, and financial reporting and analysis
- Oversee administration team, including accounting, administrative assistants, and facilities management functions
- Establish, implement, and monitor financial policies and procedures
- Assist in the development, tracking, and achievement of current and long-term organization goals, objectives, policies, and procedures; ensure that internal financial and administrative procedures are compatible with prevailing laws and best practices
- Contract management, including review and processing of client and subcontractor agreements, contracts with outside vendors and service providers, lease maintenance, and lease negotiations as needed
- Oversee all aspects of human resource management, including compensation and benefits planning and administration

Cabot Corporation, Billerica, MA. *Global Process Manager, Business Process Excellence*, 2011 – 2013.

Responsible for global finance, accounting, and purchasing processes. Led a team of analysts to define, support, and develop global processes; and to support upgrades, mergers, and disaster recovery. Led business improvement projects that supported Cabot's business strategy.

- Selected and implemented Ariba cloud-based global P2P solution to provide tools to manage key global vendor relationships, procurement process, and spend management
- Redesigned the global process for expense reporting using a cloud computing solution (Concur) to reduce costs and improve spend management and compliance
- Led global process improvement team to automate AP Invoice Processing
- Managed integration of FX Hedging tool for Treasury team (FireApps)

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- Integrated the global ERP processes as part of company acquisition

Apps Associates, Acton, MA. *Practice Manager, Business Intelligence/Enterprise Performance Management*, 2009 – 2011.

Responsible for client delivery from sales to delivery of OBIEE business intelligence (BI) and Enterprise Performance (EPM) projects. Implemented project management methods and supervised and mentored onshore, offshore, and client staff.

- Implemented PMO and roadmap for business intelligence department for medical device/life sciences client. Established process and metrics to track progress of ongoing projects, and rationalization criteria for future projects
- Led International Sales Reporting and Analytics Project for medical devices company. The growth of sales from international markets was a key strategic initiative and required access to accurate, timely, and consistent information. Managed the development of a tool set that provides key metrics to manage quarter-end results, insight into customers and markets, and better quality data for planning
- Implemented OBIEE HR Analytics to support talent management initiative. As PM and lead analyst, worked with senior HR team to identify key goals and metrics, identify business process gaps, and develop adoption strategy. Solution provided key metrics to track and measure the effectiveness of the recruiting process
- Developed and delivered OBIEE 10g and 11g training curriculum for business analysts. Tool: OBIEE 10g and 11g in cloud

Abt Associates Inc., Cambridge, MA. *Director, Financial Management Systems and Executive Systems*, 2003 – 2009; *Management Information Systems Manager*, 1998 – 2003; *Manager of Corporate Planning and Budgeting*, 1992 – 1998; *Group Senior Financial Analyst & Deputy Area Manager*, 1988 – 1992.

Reporting to the CFO, responsible for the coordinated management and delivery of highly visible business initiatives for Finance, Operations, and Corporate Performance Management.

- Managed the integration of all systems and processes of a foreign subsidiary, including multicurrency policies, core business processes, revenue recognition and financial reporting, and budgeting and planning
- Managed cross-functional team to define, develop, and implement a custom sales performance and forecasting system (CRM), supporting forecasting, reducing the administrative costs, and improving sales management tools
- Program manager for Oracle Projects and General Ledger 11i Business Suite application

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- Led development of project financial administration course for financial analysts, improving internal controls, productivity, and adoption of best practices
 - Led project to overhaul corporate project finance and management process. This included the integration of budgeting, resource management, project deliverable tracking, scheduling, dashboard and role-based reporting, and project management status reporting. Established PMO to manage the rolling development and implementation, and multi-million dollar operating and capital budget. Impacts: Identified cost efficiencies, ERP investment utilized, active change management, introduced best practices for project management for enhanced customer service, and included analytic data model
 - Developed sales commission reporting system, which enabled the strategic initiative to increase collaboration and improve visibility of progress against sales goals
 - Working with the CFO, selected and modeled key metrics using a Balanced Scorecard to manage strategic objectives
 - Implemented total time reporting
 - Managed development of financial reporting system. The system delivered all key financial and operating reports, and included key performance metrics, utilization, DSO, profitability, and performance against plans. In first year of operation, corporate profit was the highest in corporate history (\$ and %); saved over \$550K in three years
 - Developed and supported ad-hoc reporting requirements for major U.S. government clients, including the United States Agency for International Development (USAID), Environmental Protection Agency (EPA), and Department of Education

EDUCATION

University of Richmond, Richmond, VA
Bachelor of Business Administration, 1981

Harvard University Extension School, Cambridge, MA
Graduate Courses in Market Dynamics of Health Care, 2007 and Database Management Systems, 1990

University of Texas at Dallas, Dallas, TX
Graduate Course in Accounting and Taxation, 1983

TECHNICAL SKILLS

- BI, EPM, & Reporting: Oracle Business Intelligence OBIEE, Actuate, Crystal, Oracle Discoverer, PIC™, Business Objects, Clarity, Essbase, SQL

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- Office: Excel (expert), Visio, MS Project and MS Office Suite, SharePoint
 - Databases: Oracle, Sybase, Access
 - ERP: Oracle 11i & 12r E-Business Suite (Projects, GL, AR, AP, HR, iTime / OTL), UPK, JD Edwards E9, QuickBooks

Resume dated April 2014