



 **EMPOWER. DELIVER. SHARE.**

Position Description Chief Financial Officer



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1 Currency of the Document

This document was reviewed and approved by the Board of Directors on May 2, 2024

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2 Chief Financial Officer

2.1 Position Summary

The Chief Financial Officer (“CFO”) of Pason Systems Inc. (“Pason”) reports to the Chief Executive Officer (“CEO”) and is responsible for planning, developing, organizing, implementing, directing, evaluating and reporting Pason’s fiscal performance, including the organization’s long-range financial planning, as well as managing the budget process, analysis of budgets, internal and external financial reporting and management.

2.2 Duties and Responsibilities

- Designs, plans, implements and monitors the financial strategy consistent with the capitalization structure for Pason including borrowing funds and the management of Pason’s cash flow with the approval of the Board of Directors.
- Establishes the financial and accounting policies, strategies and adherence to regulation.
- Together with the CEO, establishes and maintains Pason’s: (i) disclosure controls and procedures; (ii) internal controls over financial reporting; and (iii) processes for certification of the public disclosure documents.
- Is responsible for general accounting and tax reporting including the preparation, and disclosure of Pason’s financial statements and other financial information.
- Motivates and leads a high-performance accounting and finance team; attracts/recruits members of the accounting team not currently in place and retains the accounting leadership team.
- Is responsible for budgeting and financial strategic planning including oversight and consolidation of department budgets.
- Regularly meets with the Audit Committee and works closely with the committee chair.
- In conjunction with the Audit Committee Chair, oversees the relationship with and work of Pason’s external auditors.
- Manages and monitors the financial risks of Pason and develops mitigation strategies.

3 Document Revision Record

The following table describes all revisions made to this document.

Version	Date MM.DD.YY	Changed By	Description of Change / Reason for Change
1.0	02-26-19	Natalie Fenez	Document created
1.0	04-29-21	Natalie Fenez	Reviewed by Board of Directors. No change.
1.0	04-28-2022	Natalie Fenez	Reviewed by Board of Directors. No change.
1.0	05-04-2023	Natalie Fenez	Reviewed by Board of Directors. No change.
1.0	05-02-2024	Natalie Fenez	Reviewed by Board of Directors. No change.