

Is Your Back Office Built for Growth?

A 10-point checklist for business owners, CFOs, and controllers.



When you're running a growing company, your back office should be a support system — not a bottleneck. This 10-question health check helps you quickly evaluate the strength of your internal operations across accounting, HR, payroll, and IT. If your systems are outdated or disconnected, it doesn't just slow you down — it puts your growth at risk. Use this tool to spot problem areas and see how Duffy Kruspodin can help you get back to confident execution.

Want to see how your score stacks up?

Our Business Operations Team can help turn gaps into gains.
Schedule a Back Office Review.

For each statement below, rate your organization.

0 = Needs Work
1 = In Progress
2 = Solid

- ☐ Our monthly financial reports are delivered on time and require minimal manual cleanup.
- ☐ Payroll runs smoothly, with no frequent adjustments or errors.
- ☐ Our accounting, HR, and IT systems are integrated or work well together.
- ☐ New employee onboarding is structured, timely, and system access is never delayed.
- ☐ We have clear role-based access controls and can quickly update permissions.
- ☐ Our HR policies are current, documented, and accessible to staff.
- ☐ Budgeting and forecasting are part of regular operations, not one-off tasks.
- ☐ Our core systems are fit-for-purpose and don't rely on excessive manual work.
- ☐ We stay ahead of compliance deadlines and filings without scrambling.
- ☐ Our team spends more time on decision-making than on fixing process issues.
- ☐ **TOTAL**

0-7: High Risk

Your back office is likely holding you back.

8-14: Mixed Results

You have structure, but gaps remain.

15-20: Built for Scale

You're operating with confidence.