

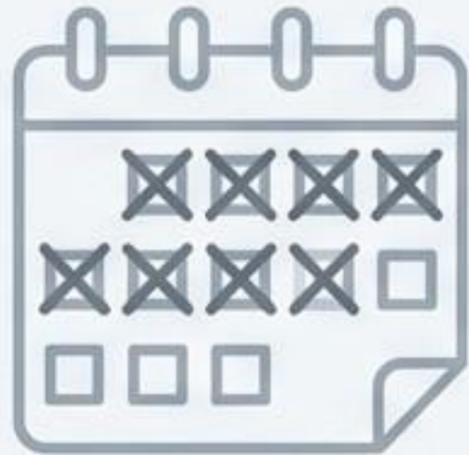
The End of the 10-Day Close

How elite accounting firms and finance teams are moving from reactive reporting to real-time advisory by redesigning their month-end process

A decorative graphic consisting of several blue lines. On the left side, the lines are tangled and chaotic, resembling a scribble. As they move towards the right, they gradually straighten out and become parallel horizontal lines, symbolizing a transition from a complex, messy process to a streamlined, efficient one.

Your Month-End Close Isn't Just Slow. It's a Strategic Bottleneck.

The traditional 10-day close doesn't just delay reports; it actively holds your firm back. We call these the 'hidden costs' of a reactive process.



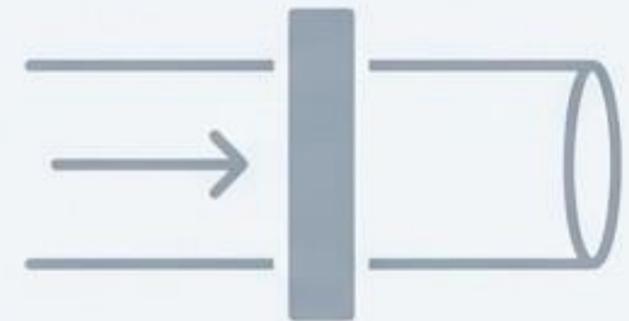
Outdated Decisions

Leadership makes critical choices based on numbers that are already two weeks old.



Staff Burnout

Your best senior staff are stuck in low-value work like reconciliations and chasing data, leading to overtime and churn.



Blocked Capacity

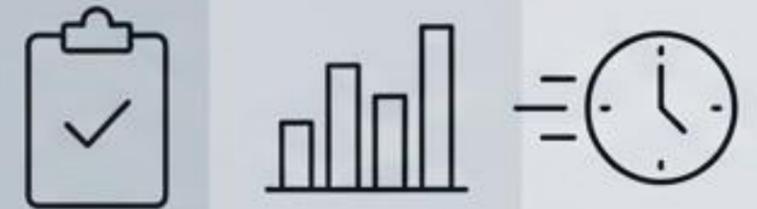
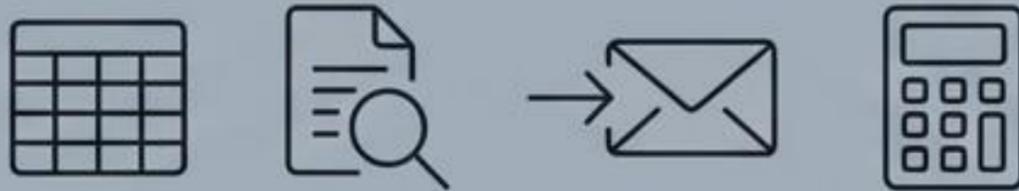
There is no time to onboard new clients, launch high-value advisory services, or improve internal processes. Growth is capped.

The Anatomy of a Typical 10-Day Close

For the first 7-8 days, your most valuable talent is consumed by tasks that are purely mechanical. Analysis and advisory are an afterthought, squeezed in at the end.

Days 1-7: The Grind

Days 8-10: The Rush



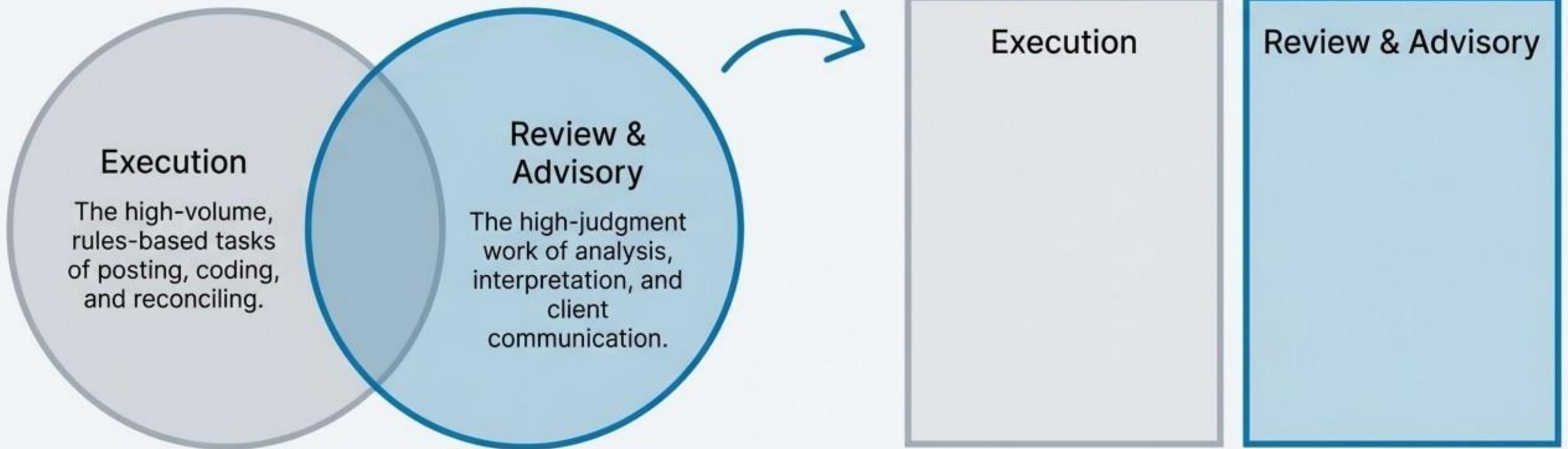
→ Constant emails to clients for statements

→ Fixing last-minute coding errors

Partners and controllers only
see the numbers on Day 9 or 10.

A 3-Day Close Isn't About Working Harder. It's About Working Differently.

The key to a faster close is not cramming 10 days of work into 3. It's about fundamentally re-architecting the work by separating two distinct functions:



The Offshore Team is Your Dedicated Execution Engine

This isn't about "cheap extra hands." It's a structured extension of your team, operating within **your tech stack and following your SOPs**. Their focus is purely on the high-volume execution work.



Key Principle

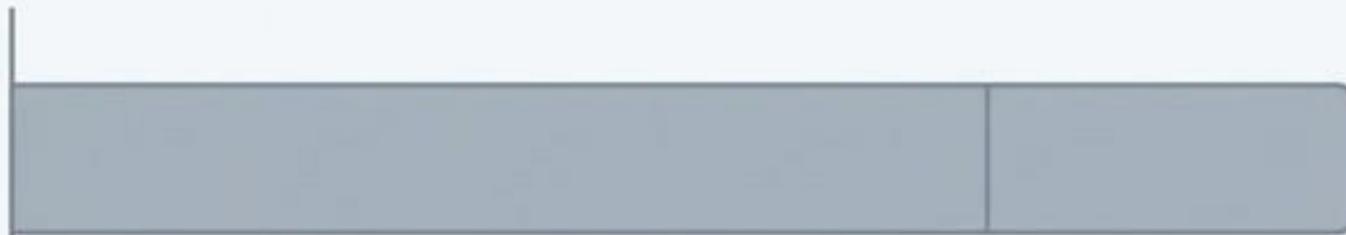
All work is reviewed by your in-house team before it goes to a client or leadership. You retain full control.

Key Responsibilities

- Daily/weekly bank and credit card reconciliations
- AP/AR posting and clean-up
- Transaction coding and routine reclassifications
- Routine journal entries
- Drafting management reports and workpapers for review

The Transformation: From a 10-Day Marathon to a 3-Day Sprint

Before: The 10-Day Close



Days 1-7
Data Entry, Reconciliations,
Chasing Info.

Days 8-10
Review,
Adjustments,
Final Reports.

After: The 3-Day Close



Days 1-2
Final Reconciliations,
Queries & In-House
Review.

Day 3
Finalize Reports &
Generate Insights.

Throughout the Month:
Ongoing Posting & Reconciliations (Offshore)

The Secret to a Fast Close: The Work is Done *Before* Day One

In the new model, the books are kept in a "close-ready" state throughout the month. The pile-up of work at month-end is eliminated.

Traditional Model



New Model



Finalization



Key Takeaway: Bank feeds, invoices, and allocations are handled as they come in, not as a backlog to be cleared.

What the First 72 Hours of Month-End Now Look Like

With the heavy lifting already done, your in-house team's focus shifts from clean-up to analysis.

Day 1-2: Review and Resolve

Offshore Team

Finishes final reconciliations and ties out balance sheet accounts. Flags any exceptions or missing items.

In-house Team

Reviews the pre-prepared workpapers. Focuses **only** on the flagged exceptions and higher-judgment entries.



Day 3: Interpret and Advise

Partners/Controllers

Receive accurate financials. Spend their time on analysis, commentary, and strategic decisions.

Result

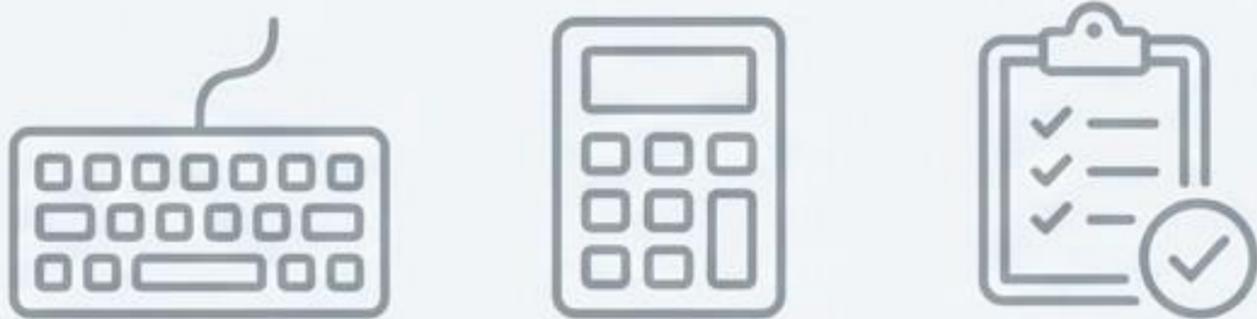
Client conversations and internal briefings happen in week one, not week two.



The Real Change Isn't in the Timeline. It's in Your Team's Roles.

A 3-day close elevates your team's contribution. It creates clear roles that allow people to work at the top of their skill level, improving both job satisfaction and client value.

Offshore Team: The Execution Layer



Bookkeeping, Reconciliations, Clean-ups,
Process

In-House Team: The Advisory Layer



Review, Advisory, Client Communication,
Strategy

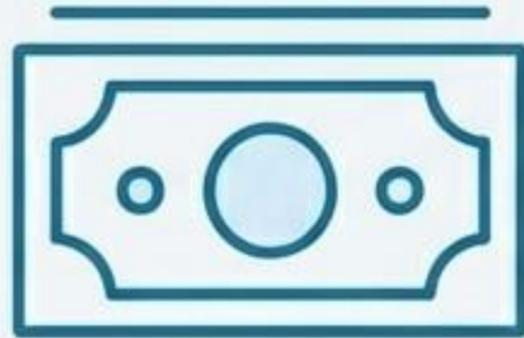
Reclaimed Hours Become Your Engine for Growth

The time your senior staff wins back from manual tasks is directly reinvested into activities that grow the firm and deepen client relationships.



Expand Your Pipeline

You can confidently take on more clients or manage more entities without immediately needing to add senior headcount. The execution engine scales.



Build New Service Lines

Time is freed up to develop and deliver high-margin services that clients are asking for.

- Proactive CFO Services
- Custom Dashboards & KPIs
- Strategic Planning & Forecasting



A Mid-Sized Firm's Journey to a Consistent 3-Day Close

The Challenge

A 10-day close process was causing partner burnout during weekends and creating a bottleneck that prevented the firm from onboarding new clients.



The Solution

An offshore team was implemented to handle all daily reconciliations and transaction coding for their client portfolio.



The Results (in 3 Months)

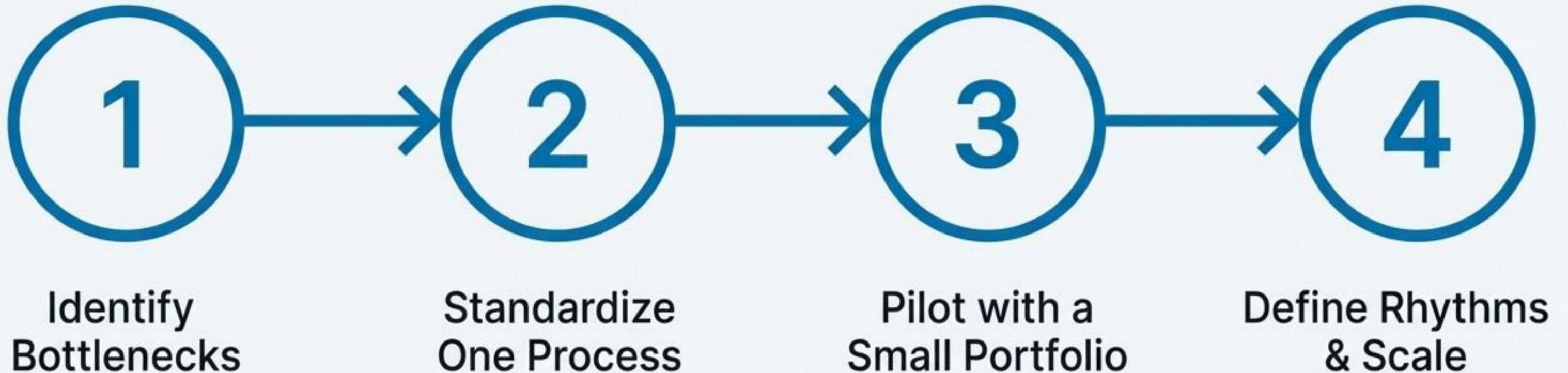
Close Time: Consistently achieved on Day 3 or 4.

Capacity: Onboarded several new, ideal-fit clients without adding any in-house staff.

Culture: Partners stopped working weekends on routine close tasks, focusing instead on client strategy.

Your Practical Roadmap to a 3-Day Close

Transitioning to a new operating model is a gradual process, not an overnight switch. Here is a proven, four-step path to get there with minimal disruption.



Getting Started: Isolate and Standardize

1 Step 1: Identify the Bottlenecks

- **Action:** List the tasks in your current close that are repetitive, rules-based, and don't require partner-level judgment.
- **Prime Candidates:** Bank & credit card reconciliations, AP/AR posting, transaction coding, initial data clean-ups.



2 Step 2: Standardize One Process First

- **Action:** Pick one of those tasks—like bank reconciliations—and create a clear Standard Operating Procedure (SOP).
- **Document:** Define the exact steps, naming conventions, review rules, and how to handle exceptions. This creates the playbook for your offshore team.



Proving the Model and Scaling with Confidence

3 Step 3: Pilot with a Small Portfolio

- **Action:** Don't change everything at once. Move 3-5 clients or 1-2 internal entities to the new model with an offshore team.
- **Measure Everything:** Track days-to-close, number of review points, and in-house hours saved to prove the ROI.



4 Step 4: Define Communication Rhythms

- **Action:** A structured process requires structured communication.
- **Establish:** Daily or weekly check-ins, a shared task board (like Asana or Trello), and clear escalation paths for handling exceptions.



Scaling Your Firm is About Better Roles and Better Processes.

A 3-day close is the natural outcome of separating execution from advisory. By giving your senior team the leverage of a dedicated execution engine, you unlock the capacity for real growth.

If your month-end still takes 8-10 days, let's have a brief conversation. We can provide a complimentary "Close Review" to identify the specific bottlenecks that could be handled by a dedicated offshore team.