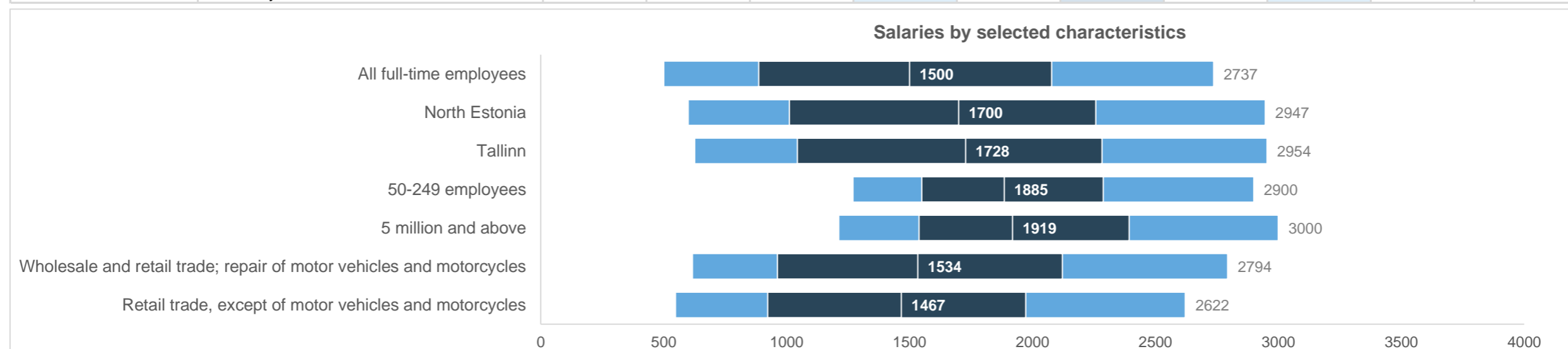


SIMPLE GROSS SALARY ANALYSIS
43110002 Bookkeeping clerk

Characteristics	Selected characteristics	No of org-s	No of employees	Average	10th percentile (10%)	1st quartile (25%)	Median (50%)	3rd quartile (75%)	90th percentile (90%)	Change of Average 2023/2024	Change of Median 2023/2024
Employees	All full-time employees	3742	4722	1603	500	887	1500	2078	2737	9,8%	11,0%
Region	North Estonia	1789	2503	1766	600	1011	1700	2258	2947	9,1%	10,0%
County	Tallinn	1351	2031	1794	626	1044	1728	2283	2954	8,2%	8,6%
No of employees	50-249 employees	306	907	2000	1270	1550	1885	2288	2900	8,2%	8,1%
Group of turnover	5 million and above	464	1084	2040	1212	1539	1919	2393	3000	8,0%	7,9%
Economic activity	Wholesale and retail trade; repair of motor vehicles and motorcycles	572	703	1673	617	963	1534	2122	2794	8,0%	8,6%
Economic activity NACE2	Retail trade, except of motor vehicles and motorcycles	198	282	1573	548	923	1467	1973	2622	6,9%	8,7%


Job description

Accounting and bookkeeping clerks compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records.

Tasks include –

- (a) checking figures, postings and documents for correct entry, mathematical accuracy and proper codes;
- (b) operating computers programmed with accounting software to record, store and analyse information;
- (c) classifying, recording and summarizing numerical and financial data to compile and keep financial records, using journals and ledgers or computers;
- (d) calculating, preparing and issuing bills, invoices, account statements and other financial statements according to established procedures.
- (e) compiling statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

Explanations

The gross salary includes the basic salary and various bonuses, including irregular bonuses, and does not include sickness benefits.

Average wage – arithmetic mean, the sum of earnings of all full-time employees divided by the number of earners.

Median wage – a payment amount marking the point at which half the employees in this occupation earn more and half earn less.

Percentiles and quartiles show wage variability

