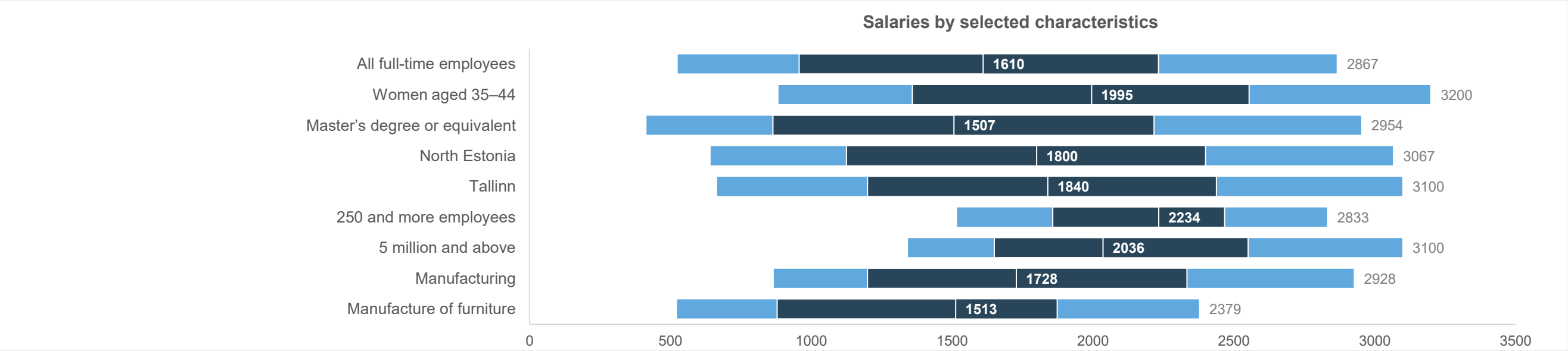


SIMPLE GROSS SALARY ANALYSIS

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 2024/2025	Change of Median 2024/2025
Employees	All full-time employees	3603	4597	1710	524	957	1610	2233	2867	6,7%	7,3%
Age group and gender	Women aged 35–44		880	2035	882	1359	1995	2554	3200	6,9%	10,0%
Educational level	Master’s degree or equivalent	1539	1556	1657	413	864	1507	2217	2954	6,4%	5,7%
Region	North Estonia	1731	2466	1877	641	1125	1800	2400	3067	6,3%	5,9%
County	Tallinn	1294	2004	1919	664	1200	1840	2438	3100	7,0%	6,5%
No of employees	250 and more employees	76	401	2231	1515	1857	2234	2467	2833	4,0%	6,1%
Group of turnover	5 million and above	468	1113	2171	1341	1650	2036	2551	3100	6,4%	6,1%
Economic activity	Manufacturing	382	475	1879	865	1200	1728	2334	2928	6,4%	8,7%
Economic activity NACE2	Manufacture of furniture	28	32	1435	521	879	1513	1873	2379	10,3%	15,5%



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

