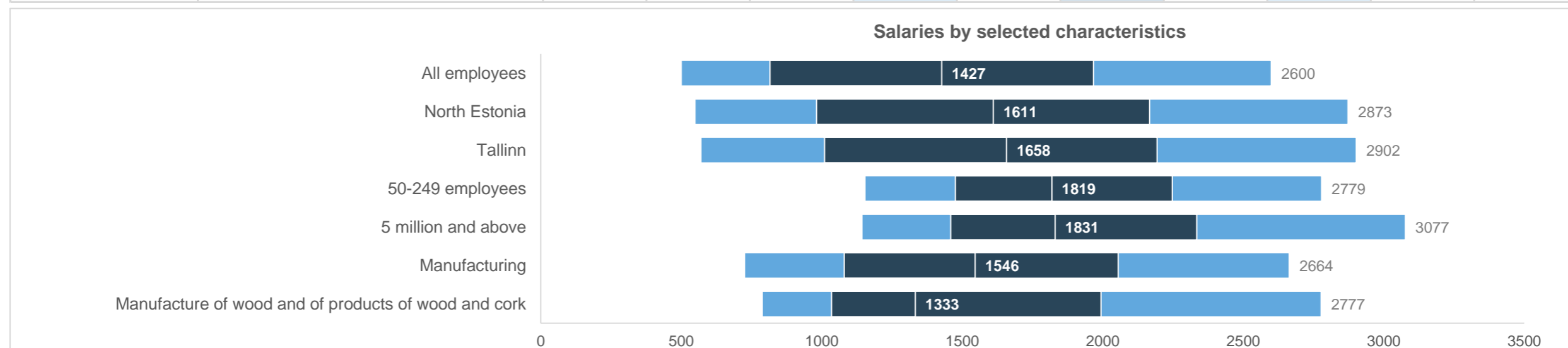


**SIMPLE GROSS SALARY ANALYSIS**
**43110002 Bookkeeping clerk**

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 2022/2023	Change of Median 2022/2023
<b>Employees</b>	All employees	3799	4739	<b>1543</b>	500	816	<b>1427</b>	1967	2600	13,1%	12,6%
<b>Region</b>	North Estonia	1821	2492	<b>1724</b>	549	982	<b>1611</b>	2167	2873	12,8%	25,0%
<b>County</b>	Tallinn	1369	2007	<b>1764</b>	570	1010	<b>1658</b>	2194	2902	13,0%	12,0%
<b>No of employees</b>	50-249 employees	296	872	<b>2028</b>	1154	1476	<b>1819</b>	2248	2779	14,7%	13,7%
<b>Group of turnover</b>	5 million and above	496	1106	<b>2065</b>	1143	1459	<b>1831</b>	2335	3077	15,4%	13,0%
<b>Economic activity</b>	Manufacturing	420	517	<b>1693</b>	725	1080	<b>1546</b>	2055	2664	12,6%	8,3%
<b>Economic activity NACE2</b>	Manufacture of wood and of products of wood and cork	78	105	<b>1782</b>	788	1035	<b>1333</b>	1994	2777	18,0%	11,1%


**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**

