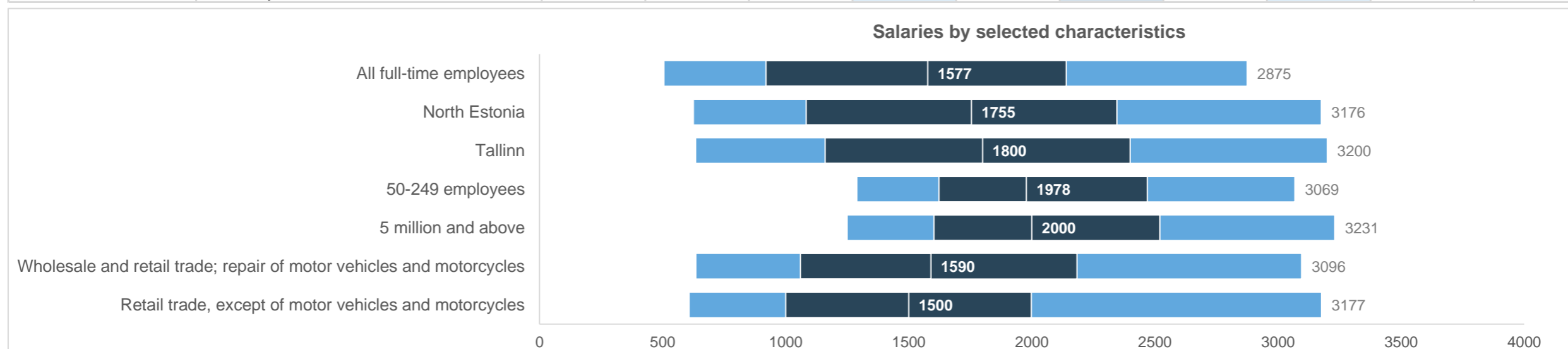


SIMPLE GROSS SALARY ANALYSIS
43110002 Bookkeeping clerk

| 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 | 3679 | 4663 | 1684 | 505 | 920 | 1577 | 2140 | 2875 | 9,1% | 10,5% |
| Region | North Estonia | 1760 | 2483 | 1876 | 625 | 1083 | 1755 | 2346 | 3176 | 8,8% | 8,9% |
| County | Tallinn | 1315 | 2007 | 1914 | 634 | 1160 | 1800 | 2399 | 3200 | 8,5% | 8,6% |
| No of employees | 50-249 employees | 312 | 897 | 2182 | 1289 | 1623 | 1978 | 2469 | 3069 | 7,6% | 8,7% |
| Group of turnover | 5 million and above | 472 | 1095 | 2197 | 1250 | 1603 | 2000 | 2520 | 3231 | 6,4% | 9,2% |
| Economic activity | Wholesale and retail trade; repair of motor vehicles and motorcycles | 562 | 699 | 1765 | 635 | 1060 | 1590 | 2183 | 3096 | 7,4% | 8,5% |
| Economic activity NACE2 | Retail trade, except of motor vehicles and motorcycles | 194 | 281 | 1708 | 608 | 1000 | 1500 | 1998 | 3177 | 8,4% | 9,6% |


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

