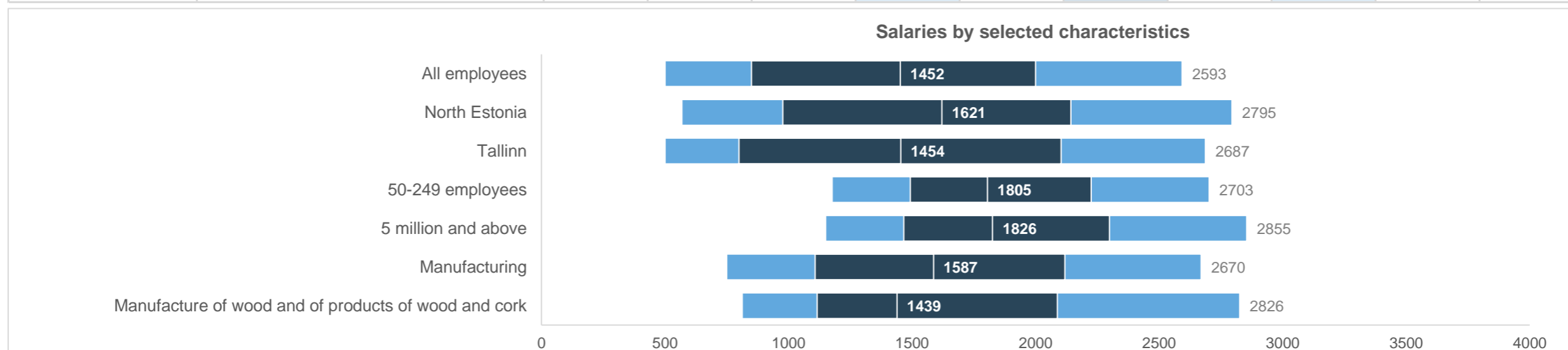


SIMPLE GROSS SALARY ANALYSIS
43110002 Bookkeeping clerk

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
Employees	All employees	3785	4753	1522	500	850	1452	2000	2593	6,4%	11,4%
Region	North Estonia	1820	2501	1666	568	977	1621	2143	2795	2,6%	7,8%
County	Tallinn	467	514	1547	500	800	1454	2103	2687	12,6%	11,6%
No of employees	50-249 employees	304	898	1903	1177	1493	1805	2225	2703	12,2%	13,7%
Group of turnover	5 million and above	496	1123	1947	1150	1467	1826	2299	2855	-4,0%	2,4%
Economic activity	Manufacturing	418	508	1703	750	1108	1587	2119	2670	-15,9%	-0,1%
Economic activity NACE2	Manufacture of wood and of products of wood and cork	77	104	1708	813	1116	1439	2088	2826	4,8%	12,7%


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

