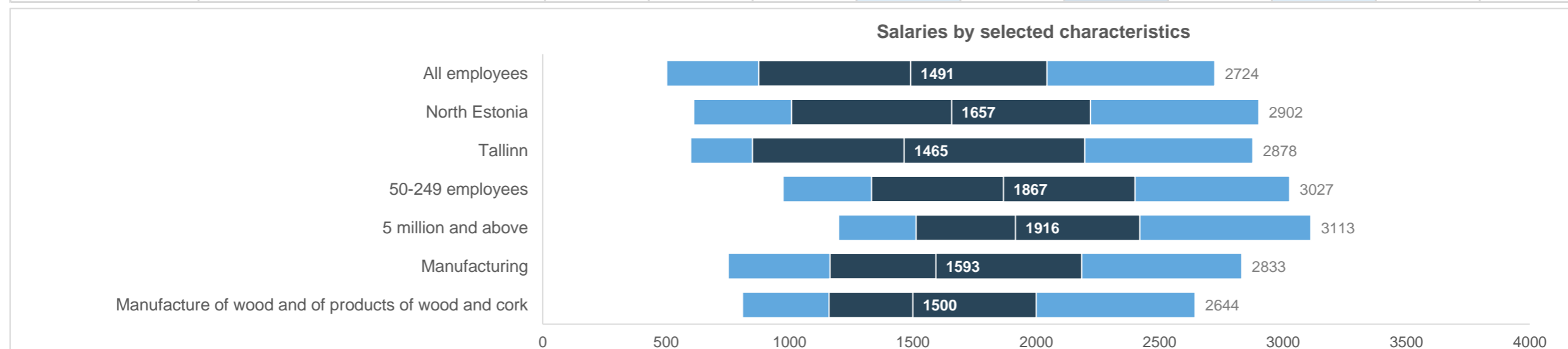


SIMPLE GROSS SALARY ANALYSIS
43110002 Bookkeeping clerk

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	3758	4710	1585	502	876	1491	2044	2724	10,1%	12,7%
Region	North Estonia	1793	2480	1738	612	1008	1657	2220	2902	8,8%	7,3%
County	Tallinn	455	505	1629	600	850	1465	2197	2878	12,3%	12,0%
No of employees	50-249 employees	365	527	1956	974	1333	1867	2400	3027	9,3%	11,7%
Group of turnover	5 million and above	488	1093	2061	1199	1513	1916	2420	3113	8,4%	7,2%
Economic activity	Manufacturing	414	516	1746	752	1165	1593	2185	2833	10,1%	8,8%
Economic activity NACE2	Manufacture of wood and of products of wood and cork	73	101	1696	810	1160	1500	2000	2644	3,6%	14,9%


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

