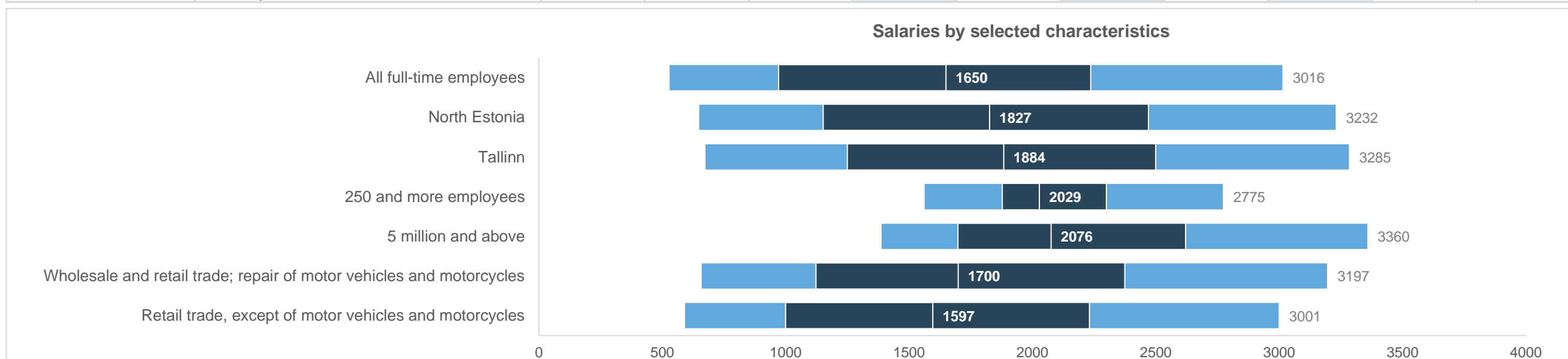


SIMPLE GROSS SALARY ANALYSIS

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	3648	4623	1744	527	972	1650	2237	3016	10,0%	10,7%
Region	North Estonia	1752	2472	1923	648	1152	1827	2471	3232	10,6%	10,3%
County	Tallinn	1304	2001	1963	673	1250	1884	2500	3285	11,3%	11,3%
No of employees	250 and more employees	73	403	2137	1561	1878	2029	2300	2775	6,5%	8,0%
Group of turnover	5 million and above	462	1098	2235	1387	1698	2076	2621	3360	8,4%	8,4%
Economic activity	Wholesale and retail trade; repair of motor vehicles and motorcycles	542	679	1896	658	1123	1700	2375	3197	10,8%	11,4%
Economic activity NACE2	Retail trade, except of motor vehicles and motorcycles	190	273	1773	590	1000	1597	2232	3001	10,1%	12,0%



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

