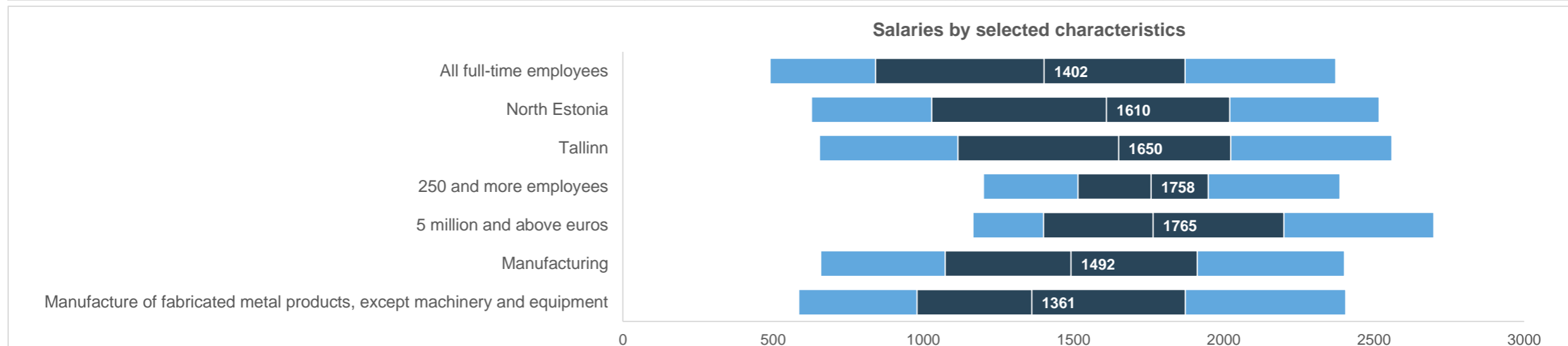


**SIMPLE GROSS SALARY ANALYSIS**
**43110002 Bookkeeping clerk**

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 2021/2022	Change of Median 2021/2022
<b>Employees</b>	All full-time employees	2110	3168	<b>1429</b>	490	841	<b>1402</b>	1871	2373	13,2%	13,3%
<b>Region</b>	North Estonia	1052	1701	<b>1591</b>	628	1028	<b>1610</b>	2020	2518	13,7%	15,7%
<b>County</b>	Tallinn	785	1374	<b>1625</b>	654	1115	<b>1650</b>	2023	2560	14,3%	17,8%
<b>No of employees</b>	250 and more employees	82	390	<b>1817</b>	1200	1515	<b>1758</b>	1949	2387	15,9%	12,6%
<b>Group of turnover</b>	5 million and above euros	400	868	<b>1877</b>	1165	1400	<b>1765</b>	2200	2700	0,0%	0,0%
<b>Economic activity</b>	Manufacturing	294	374	<b>1569</b>	658	1073	<b>1492</b>	1912	2402	13,5%	12,3%
<b>Economic activity NACE2</b>	Manufacture of fabricated metal products, except machinery and equipment	48	50	<b>1444</b>	585	979	<b>1361</b>	1872	2406	16,5%	13,6%


**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**

