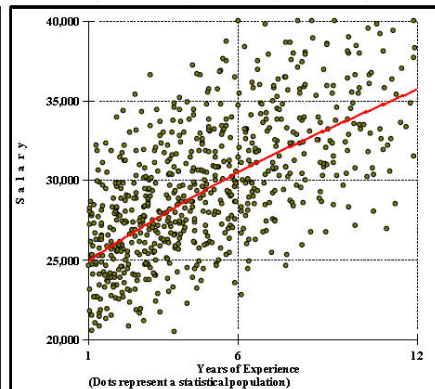


**ERI's 2013 Accounting Services Salary Survey** provides market-based pay data for 106 benchmark jobs in this 200+ page publication. Input was received from organizations located in multiple states and the District of Columbia. The effective date of the data is March 31, 2013.

Two pages of information are reported for each benchmark position, including job descriptions, Selected Characteristics of the Occupation (SCOs), total annual direct compensation, incentive/variable pay, survey means, medians and percentiles, and graphs with data points. The survey contains three different sections of data: 1) public data, 2) ERI Assessor databases, and 3) data provided by participants. Please see the example format below:

Categories	No. of Incumbents	Mean	First Decile	First Quartile	Median	Third Quartile	Ninth Decile	Rate of Error
<b>Public Databases</b>								
Annual Salary		\$26,404	\$19,014	\$21,622	\$25,970	\$33,302	\$37,702	
Incentive/Variable Pay								
Total Direct Annual Compensation		\$26,404	\$19,014	\$21,622	\$25,970	\$33,302	\$37,702	0.2
<b>ERI Assessor Databases</b>								
Annual Salary		\$30,513	\$26,074	\$27,900	\$29,970	\$32,661	\$35,035	
Incentive/Variable Pay		\$356	\$306	\$328	\$352	\$384	\$411	
Total Direct Annual Compensation		\$30,869	\$26,380	\$28,228	\$30,322	\$33,045	\$35,446	
<b>Survey Participants' Databases</b>								
Annual Salary		\$37,079	\$18,032	\$28,167	\$38,704	\$41,404	\$44,000	
Incentive/Variable Pay		\$1,955	\$500	\$969	\$1,456	\$3,262	\$5,000	
Total Direct Annual Compensation	227	\$39,034	\$18,532	\$29,136	\$40,160	\$44,666	\$49,000	1.1

**Position Description**  
 Greets and receives callers or visitors at establishment, and determines nature of business. Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon. May issue visitor's pass when required. May type memos, correspondence, reports, and other documents. May operate PBX telephone console to receive incoming messages. May make future appointments and answer inquiries. May perform variety of clerical duties and other duties pertinent to type of establishment. May collect and distribute mail and messages. May work in office of medical practitioner or in other health care facility and be designated accordingly. eDOT: 237.367-038



**Selected Characteristics of Occupation (SCOs) from ERI's Occupational Assessor**

eDOT SCOs*	Mental & Stress Demands	Physical Demands	Far Acuity
eDOT code 237.367-038	<b>Understanding &amp; Memory</b>	Strength S	Depth Perception N
Occupational Code 237	Memory F	Occasionally Lift/Carry 0	Accommodation O
Specific Vocational Preparation (SVP) 4	Short Instruction Memory F	Frequently Lift/Carry 0	Color Vision N
Education Level 5	Detailed Instruction Memory F	Push/Pull N	Field of Vision O
<b>Worker Functions</b>	<b>Sustained Concentration &amp; Persistence</b>	Walking O	<b>Environmental Conditions</b>
Data 3	Short Instruction F	Sitting F	Exposure to Weather N
People 6	Detailed Instruction O	Standing O	Extreme Cold N
Things 7	Concentration & Attention F	Sit/Stand Option N	Extreme Heat N
<b>Literacy Demands</b>	Work Schedule O	Climbing N	Wet and/or Humid N
Mathematics Level 2	Work Routine F	Balancing N	Noise Intensity Level 2
Language Level 3	Work Distractions F	Stooping N	Vibration N
Reasoning Level 3	Work Decisions O	Kneeling N	Atmospheric Conditions N
<b>Aptitudes</b>	Work Completion F	Crouching N	Proximity to Moving Parts N
General Learning Ability 3	<b>Social Interaction</b>	Crawling N	Exposure to Electrical Shock N
Verbal Aptitude 3	Public Interaction F	Reaching O	Working in High Places N
Numeric Aptitude 2	Assignment/Assistance F	Reaching Upward O	Exposure to Radiation N
Spatial Aptitude 2	Work Review O	Reaching Downward O	Working With Explosives N
Form Perception 2	Peer Interaction F	Handling O	Exposure to Toxic Chemicals N
Clerical Perception 3	Work Behavior F	Fingering O	Exposure to Biohazards N
Motor Coordination 2	<b>Adaptation</b>	Feeling N	Other Environmental Conditions N
Finger Dexterity 3	Adaptation to Change O	Keyboard Use F	<b>Additional Measures</b>
Manual Dexterity 2	Hazard Awareness O	Talking F	Creativity O
Eye-Hand-Foot Coord. 2	Travel O	Hearing O	Administrative Activity O
Color Discrimination 1	Independent Planning O	Tasting/Smelling N	Discretion/Independent Judgment F
		Near Acuity O	

\* For an explanation of eDOT SCO values, please see the definitions on page 265.

**Trended EEO-1 Demographic Estimates**

Specific Census data can be obtained by subscribing to ERI's Geographic Assessor

Trend to Month/Year:	eDOT Title:		OES Area:		SOC Job Family:		Codes:	
	Receptionist	eDOT Code:	US - National	OES Code:	Receptionists and Information Clerks	SOC Code:	237.367-038	193000700000
							434171	
	<b>Total</b>	<b>White</b>	<b>Black or African American</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>Asian</b>	<b>Hispanic or Latino</b>	<b>Alaska Native</b>	<b>Two or More Races</b>
Male	7.3%	4.8%	0.9%	0.0%	0.4%	0.9%	0.1%	0.2%
Female	92.7%	68.2%	9.6%	0.1%	2.0%	10.5%	0.6%	1.6%
Totals	100.0%	72.9%	10.5%	0.1%	2.5%	11.4%	0.6%	1.8%

## Sample Information

Benchmark Title	Mean Total Compensation
Chief Human Resources Officer	\$239,483
Payroll Manager	\$87,197
Office Supervisor	\$54,630
Budget Analyst	\$69,006
Bookkeeper	\$37,771
Receptionist	\$32,603

Information is from ERI Assessor databases as of March 31, 2013.

## Benchmark Job List

<p>Account Information Clerk</p> <p>Account Manager Sales</p> <p>Account Supervisor</p> <p>Accountant</p> <p>Accounting Clerk</p> <p>Accounting Director</p> <p>Accounting Manager</p> <p>Accounting Services Sales Representative</p> <p>Accounting Supervisor (General)</p> <p>Accounting Supervisor (Professional)</p> <p>Accounts Payable Clerk</p> <p>Accounts Payable Manager</p> <p>Accounts Payable Supervisor</p> <p>Accounts Receivable Clerk</p> <p>Accounts Receivable Manager</p> <p>Accounts Receivable Supervisor</p> <p>Administrative Assistant</p> <p>Advertising Clerk</p> <p>Advertising Manager</p> <p>Advertising Supervisor</p> <p>Assistant Accountant</p> <p>Assistant Auditor</p> <p>Assistant Treasurer Corporate</p> <p>Audit Clerk</p> <p>Billing Clerk</p> <p>Biostatistician</p> <p>Bookkeeper</p> <p>Bookkeeper Head</p> <p>Bookkeeping Manager</p> <p>Bookkeeping Supervisor</p> <p>Budget Accountant</p> <p>Budget Analyst</p> <p>Budget Manager</p> <p>Budget Supervisor</p>	<p>Business Administration Manager</p> <p>Chief Executive Officer</p> <p>Chief Financial Officer</p> <p>Chief Human Resources Officer</p> <p>Chief Marketing &amp; Sales Officer</p> <p>Chief Operating Officer</p> <p>Collection Manager</p> <p>Collection Supervisor</p> <p>Computer Operator</p> <p>Computer Programmer</p> <p>Contract Administration Manager</p> <p>Controller Assistant</p> <p>Controller, Top Corporate</p> <p>Cost Accountant</p> <p>Cost Accounting Director</p> <p>Cost Accounting Manager</p> <p>Cost Accounting Supervisor</p> <p>Cost Clerk</p> <p>Credit &amp; Collection Clerk</p> <p>Credit &amp; Collection Manager</p> <p>Credit &amp; Collection Supervisor</p> <p>Data Entry Operator</p> <p>Data Entry Supervisor</p> <p>Executive Secretary</p> <p>Executive Vice President</p> <p>Factor</p> <p>File Clerk</p> <p>Financial Analysis Manager</p> <p>Financial Analyst</p> <p>Financial Analyst Accountant</p> <p>Forms Analysis Manager</p> <p>General Clerk</p> <p>Graphic Designer</p> <p>Human Resources Clerk</p>
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Human Resources Manager  
Internal Auditing Manager  
Internal Auditing Supervisor  
Internal Auditor  
Janitor  
Janitorial Supervisor  
Mail Clerk  
Maintenance Worker  
Marketing Manager  
Marketing Representative  
Office Manager  
Office Supervisor  
Payroll Clerk  
Payroll Manager  
Payroll Supervisor  
PBX Operator Receptionist  
PC Specialist  
Programmer Analyst  
Public Accountant

Purchasing Clerk  
Purchasing Manager  
Receptionist  
Secretary  
Shipping & Receiving Supervisor  
Shipping Clerk  
Statistical Clerk  
Statistical Typist  
Systems Analyst  
Tax Accountant  
Tax Compliance Director  
Tax Compliance Manager  
Tax Compliance Supervisor  
Tax Manager  
Tax Preparer  
Tax Research Director  
Tax Research Manager  
Tax Research Supervisor  
Tax Return Sales Representative