

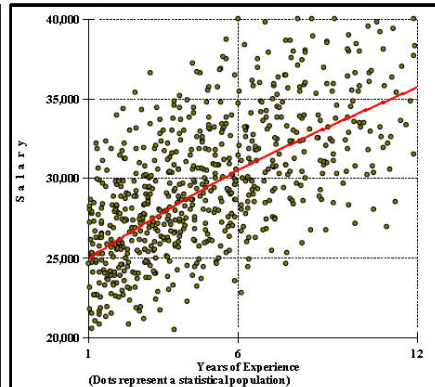
**ERI's 2013 Financial Operations Salary Survey** provides market-based pay data for 113 benchmark jobs in this 225+ page publication. Input was received from organizations located in multiple states and the District of Columbia. The effective date of the data is March 31, 2013.

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	237.367-038	US - National	1930007000000	Receptionists and Information Clerks	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
Financial Analysis Director	\$214,708
Assistant Accountant	\$52,325
Bookkeeping Supervisor	\$48,371
Cashier	\$26,417

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

## Benchmark Job List

<p>Account Analyst</p> <p>Accountant</p> <p>Accounting Clerk</p> <p>Accounting Director</p> <p>Accounting Manager</p> <p>Accounting Supervisor (General)</p> <p>Accounting Supervisor (Professional)</p> <p>Accounts Payable &amp; Receivable Clerk</p> <p>Accounts Payable &amp; Receivable Manager</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>Assistant Accountant</p> <p>Assistant Auditor</p> <p>Assistant Treasurer Corporate</p> <p>Billing Clerk</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 Director</p> <p>Budget Manager</p> <p>Budget Supervisor</p> <p>Business Agent</p> <p>Cashier</p> <p>Cashier General</p> <p>Cashier Supervisor</p> <p>Cashiering Director</p> <p>Cashiering Manager</p> <p>Chief Financial Officer</p>	<p>Collection Manager</p> <p>Collection Supervisor</p> <p>Contract Administration Director</p> <p>Controller Assistant</p> <p>Controller Division</p> <p>Controller Plant</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>Cost Estimating Manager</p> <p>Cost Estimating Supervisor</p> <p>Credit &amp; Collection Clerk</p> <p>Credit &amp; Collection Manager</p> <p>Credit &amp; Collection Supervisor</p> <p>Credit Analyst</p> <p>Credit Authorizer</p> <p>Credit Card Control Clerk</p> <p>Credit Clerk</p> <p>Credit Correspondent</p> <p>Credit Counselor</p> <p>Credit Information Clerk</p> <p>Credit Investigator</p> <p>Credit Manager</p> <p>Credit Representative</p> <p>Credit Supervisor</p> <p>Customer Service Representative Financial Factor</p> <p>Financial Analysis Director</p> <p>Financial Analysis Manager</p> <p>Financial Analysis Supervisor</p> <p>Financial Analyst</p> <p>Financial Analyst Accountant</p>
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Financial Reporting Manager  
Financial Sales Representative  
Financial Transactions General Clerk  
Funds Electronic Transfer Clerk  
Internal Audit Manager  
Internal Auditing Supervisor  
Internal Auditor  
Investor Relations Coordinator  
Investor Relations Supervisor  
Long-Range Planning Director  
Long-Range Planning Manager  
Margin Clerk  
Mergers and Acquisitions Manager  
Payroll Administrator  
Payroll Clerk  
Payroll Manager  
Payroll Supervisor  
Plant Accountant  
Property Disposal Officer  
Public Accountant  
Registered Investment Representative  
Securities Analyst

Securities Clerk  
Securities Trader  
Tax Accountant  
Tax Compliance Director  
Tax Compliance Manager  
Tax Compliance Supervisor  
Tax Manager  
Tax Preparer  
Tax Research Director  
Tax Research Manager  
Tax Research Supervisor  
Top Auditor  
Top Credit Officer  
Top Financial Reporting Executive  
Top Investor Relations Executive  
Top Long-Range Planning Executive  
Top Mergers & Acquisitions Executive  
Top Purchasing Officer  
Top Tax Corporate Officer  
Top Treasurer Corporate  
Treasury Analyst