

2022 SALARY GUIDE

ADMINISTRATIVE | ACCOUNTING | HUMAN RESOURCES



HOW WE COLLECTED THE DATA

As the landscape of our economy is constantly changing, the job market is as well. Salary requirements are ever-evolving, and the following are our projected and estimated salary ranges which are subject to change. Information in this salary guide was gathered from our team's direct knowledge and first-hand experience with temporary, temp-to-hire, and direct hire placements in the current post-pandemic workforce. The content represents High Profile, Inc.'s analysis of salary information for the Administrative, Human Resources, and Accounting & Finance specialties, and we hope this information is helpful in your hiring endeavors.

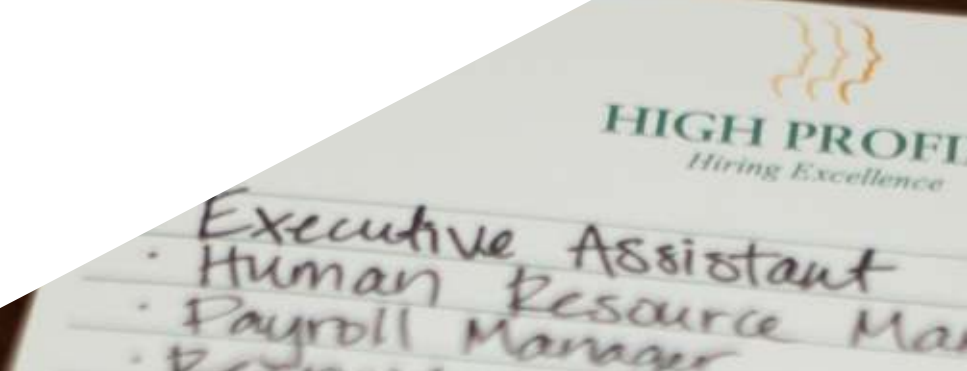
CONNECTING TALENT WITH OPPORTUNITY

Since 1987, the key to our success has been understanding the individuality of each client and candidate we serve. Taking a personal approach with every hiring manager or job seeker gives our team the ability to assess each unique situation and provide sound advice. In order to best serve those we work with, our recruiting team is trained and certified in staffing and recruitment laws and best practices, many of them holding CSP, PHR, SPHR, and/or SHRM designations. Our priority is, first and foremost, acting as a trusted partner in your search. With a focus on helping you reach your goals and one of the lowest staff turnover rates in the industry, we're proud to say we get it right the first time!

WHAT WE PROVIDE

Our award-winning formula for providing one-level-above service includes three elements: collaboration, quality talent, and communication. In our effort to become a true partner and extension of your recruiting team, we can guarantee that we will incorporate all three elements into your High Profile experience.

- ▶ Our consultative team approach allows our recruiters to work as a team to identify a diverse and qualified slate of candidates for each role.
- ▶ The high-quality candidates our team works with are key to our success. Every High Profile candidate has been fully interviewed and assessed prior to you receiving their resume.
- ▶ Consistent communication, from our first meeting to the offer stage, ensures transparency throughout the process!



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ADMINISTRATIVE ANNUAL SALARY RANGES

Receptionist.....	\$42,000 - \$55,000
Office Assistant.....	\$48,000 - \$58,000
Office Manager.....	\$60,000 - \$90,000+
Administrative Assistant (1-5 years).....	\$50,000 - \$60,000
Administrative Assistant (5-10 years).....	\$58,000 - \$75,000
Executive Assistant (1-5 years).....	\$60,000 - \$80,000
Executive Assistant (5-10 years).....	\$75,000 - \$90,000
Executive Assistant (10-15+ years).....	\$75,000 - \$120,000

HUMAN RESOURCES ANNUAL SALARY RANGES

Human Resources Coordinator.....	\$50,000 - \$60,000
Human Resources Generalist.....	\$65,000 - \$80,000
Human Resources Business Partner.....	\$80,000 - \$115,000
Human Resources Manager.....	\$85,000 - \$120,000
Human Resources Director.....	\$125,000 - \$175,000
Vice President of Human Resources.....	\$175,000 - \$250,000
Recruiting Coordinator.....	\$50,000 - \$55,000
Junior Recruiter.....	\$55,000 - \$65,000
Corporate Recruiter.....	\$75,000 - \$90,000
Senior Recruiter.....	\$85,000 - \$110,000
Recruiting Manager.....	\$110,000 - \$135,000
Director of Talent Acquisition.....	\$135,000 - \$175,000

ACCOUNTING ANNUAL SALARY RANGES

Accounting Assistant.....	\$45,000 - \$55,000
Accounts Payable Specialist.....	\$48,000 - \$60,000
Accounts Receivable Specialist.....	\$48,000 - \$60,000
Property Accountant.....	\$50,000 - \$80,000
Payroll Coordinator/Administrator.....	\$56,000 - \$80,000
Credit/Collections Analyst.....	\$60,000 - \$75,000
Full Charge Bookkeeper.....	\$65,000 - \$85,000
Accountant.....	\$70,000 - \$95,000
Accounts Payable/Accounts Receivable Manager.....	\$70,000 - \$90,000
Internal Auditor.....	\$80,000 - \$95,000
Credit Manager.....	\$80,000 - \$110,000
Payroll Manager.....	\$80,000 - \$130,000
Tax Accountant.....	\$80,000 - \$100,000
Senior Accountant.....	\$90,000 - \$120,000
Senior Internal Auditor.....	\$95,000 - \$120,000
Senior Tax Accountant.....	\$95,000 - \$130,000
Assistant Controller.....	\$100,000 - \$160,000
Accounting Manager.....	\$110,000 - \$140,000
Director of Accounting.....	\$140,000 - \$250,000
Internal Auditor - Manager.....	\$140,000 - \$200,000
Tax Manager.....	\$140,000 - \$200,000

FINANCE ANNUAL SALARY RANGES

Financial Analyst.....	\$55,000 - \$85,000
Senior Financial Analyst.....	\$90,000 - \$125,000
Business Intelligence Analyst.....	\$90,000 - \$140,000
Finance Manager.....	\$125,000 - \$180,000
Controller.....	\$110,000 - \$300,000
Financial Reporting Manager.....	\$130,000 - \$185,000
Director of Finance.....	\$100,000 - \$200,000
Vice President of Finance.....	\$200,000 - \$350,000
Chief Financial Officer	\$200,000+