



YES (Yield Engineering Systems, Inc.) is a leading manufacturer of high-tech, cost-effective equipment for transforming surfaces, materials and interfaces at the nanoscale. From startups to the Fortune 50, our customers rely on YES solutions to unleash products that change lives -- from cellphones and IoT devices, to AI and virtual reality, to diagnostic tests for COVID.

Our industry-leading vacuum cure ovens, chemical vapor deposition (CVD) systems, and plasma etching tools are driving innovation in a wide range of exciting and growing markets. We look forward to talking with smart, energetic, team-oriented people who can grow with us. We provide competitive salary and benefits (including employee stock ownership), a beautiful light-filled new facility in a central location, and some of the best co-workers you'll find anywhere. If this appeals to you, please read on!

**Job Title: Accounts Payable and Payroll Specialist**

**Location: Fremont CA**

This role reports directly to the VP of Finance and is a key part of our growing Finance team. For the right service-minded and results-oriented person, it holds many opportunities for professional development and career growth.

**Responsibilities**

**Accounts Payable**

- Manage Accounts Payable using YES's accounting and payment system
- Manage vendor invoices by coding invoices, vouchers, expense reports and check requests with correct codes following standard procedures
- Match invoices to purchase order and receiver reports to ensure 3-way match
- Investigate and resolve problems associated with processing of invoices
- Track unentered invoices by reason (not received, not approved, etc.)
- Process payments via payment software, ACH, check and credit card, including mailing payments to vendors
- Deposit checks into the company's bank account
- Assist with weekly and monthly status reports, accruals, and monthly closing
- Reconcile various accounts by identifying errors in posting or omissions by applying appropriate accounting standards
- Receive, research, and resolve a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons
- File, maintain, and distribute accounting documents, records, and reports
- Review travel and entertainment expenses
- Establish and maintain relationships with new and existing vendors and manage vendor payment complaints and issues
- Manage credit card account and expenses
- Maintain W-9 information for 1099 processing
- Supervise day-to-day tasks of AP associate in delivering above AP responsibilities

**Payroll**

- Understand all aspects of payroll, including payroll laws and regulations
- Establish and manage relationship with PEOs in US and other geographies with regards to employee payroll
- Manage workflow to ensure all payroll transactions are processed in a timely and accurate manner

- Provide excellent customer service to employees in the areas of compensation, taxes, benefits, how to clock in/out, how to request time off and how to change benefits
- Process employee data (new hires, changes)
- Execute time and attendance processing and interface with payroll processor
- Process manual checks
- Perform quarterly calculation and distribution of sales commission

The successful candidate will be highly collaborative, an excellent communicator, have world-class attention to detail and possess drive consistent with a high performing start-up. S/he will also have the following **educational background, work experience & personal qualities**

- Associate's degree in accounting (minimum), BA preferred
- 3 – 5 years' experience in bookkeeping, AP & payroll
- Skilled user of Microsoft Office, e.g. Excel, Word, etc.
- Strong clerical skills & excellent attention to detail
- Experience in manufacturing environments preferred.
- Semiconductor industry experience preferred, but not required
- Experience in fast-paced, high-growth business environments beneficial
- Experience with QuickBooks and/or other ERP solutions
- Integrity, ability to maintain confidentiality
- Excellent communication skills, both verbal and written
- Experience interpreting data and using it to make decisions.
- Strong sense of urgency with ability to juggle multiple tasks and functional areas
- Ability to work efficiently while under pressure and with minimal guidance

### **Compensation**

YES offers a stimulating and fun working environment, competitive salaries, healthcare benefits & company stock.

### **Additional Information**

Applicants must be currently authorized to work in the United States on a full-time basis. YES is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.

**Come find out why YES is such a great place to work. Apply today!**