



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!