

Opportunity Description: Construction and Development Accountant
Location: Regional Office in San Francisco, CA or Corporate Office in Los Angeles, CA

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064

About Kilroy Realty

- Kilroy Realty is a dynamic, \$11 billion publicly-traded real estate company that is looking to add to its team of superstars.
- We believe our diverse team, commitment to excellence, superior growth prospects, premium office and mixed-use properties and our exciting and innovative development platform make us the premier publicly-traded Real Estate Investment Trust on the West Coast and developer, with a major presence in San Diego, Greater Los Angeles, the San Francisco Bay Area, the Pacific Northwest, and Texas.
- Our collaborative open work environment, dynamic team approach and exciting transactions create continued opportunities for growth and challenge and inspire our employees.
- As part of our core values, we are committed to sustainability and the environment and, as a result, we are recognized as the North American leader in sustainability.
- Our team is like our family. We have over 70 years of experience developing, acquiring and managing office and mixed-use real estate assets and have many employees who have been at the company for more than 15 years.
- We have a promote-from-within culture and accessible executives with open door policies. We consistently encourage our team to facilitate change, leverage technology and recommend process improvement.
- We have a flexible work attire policy that allows for jeans to be worn every day. We believe in a modern workplace where our goal is to inspire and create opportunity for our entire team.
- Please visit our website at: www.kilroyrealty.com.

About the Opportunity

We are seeking a motivated, self-driven, organized, detail oriented, and analytical individual to join our Construction & Development Accounting Team at either our office in San Francisco, CA or Los Angeles, CA. This opportunity encompasses numerous areas including, but not limited to: accounts payable, review of general contractor pay applications, check processing, job cost reporting and analysis, including tracking of budgets, contracts, invoices, and project status for the Company's capital projects. This role works closely with the construction services team and reports to the Director, Construction & Development Accounting.

Opportunity Requirements

- Bachelor's degree with a minimum of 2-4 years of experience or 4-6 years of applicable experience in lieu of a Degree.
- Must be self-directed, motivated, and logical in problem solving; well organized with attention to detail; follow through with assignments; possess strong analytical skills; and be able to communicate effectively with coworkers both verbally and through written communications.
- Must have experience accounting for construction and development projects.
- Commercial real estate and experience working with large mixed-use developments a plus.
- Yardi experience preferred.
- Capacity for occasional out of town travel.

Summary of Responsibilities

This position is involved in all aspects of construction and development accounts payable, contract processing, and budget analysis. The core responsibilities of this position include, but are not limited to the following:

- Job Cost Accounting & Reporting
 - Work closely with Project Managers (PMs) and contract administrators to understand Project Detail Budgets and ensure proper classification in Yardi.
 - Work with PMs to determine the status of the projects, proper GL coding of invoices, contracts, vendor payments, close out of projects, etc.
 - Effective and timely communication with PMs to resolve pending items.
 - Set up, maintain, and track contracts and projects within the system.
 - Maintain project information related to all project data including pertinent dates, tenant improvement status, lease accounting issues and various other measurement metrics.
 - Monitor and prepare Tenant Improvement (TI) Analysis; track TI allowances and prepare TI Overage Billings as needed. (Requires lease review and excellent understanding of the lease Work Letter).
 - Review GL accounts for re-classes and prepare journal entries as needed.
 - Prepare Monthly and Quarterly Construction & Development reports and report analysis, as necessary. Work with the Operations and Finance teams to ensure accuracy.
 - Assist with any auditor requests as needed.
- Accounts Payable
 - Responsible for all accounts payable responsibilities for construction projects.
 - Ensure bills are paid in a timely and accurate manner while adhering to the Company's policies and procedures.
 - Review general contractor pay applications and ensure proper documentation has been obtained (e.g. lien releases).
 - Process development checks and coordinate funding on a weekly and on an as-needed basis.

- Assist with Development projects as needed.
- Other General Requirements
 - Prepare Ad-hoc Project Analysis and work on special projects, as requested (Typically involves work with Director, VP or other Executives).
 - Proactively work with entire accounting department to embrace positive culture of customer service and continuous process improvement.
 - Ensure any analysis / work product is accurate, thorough and neat.
 - Timely & effectively communicate status of assigned tasks and special projects to manager.
 - Effectively work and communicate with other members of the Company to ensure established deadlines are being met in an efficient manner.

To Apply: Please submit resumes to HumanResources@kilroyrealty.com. Please include the position title in the subject line. No phone calls, please. EEO/AA/M/F/Vet/Disability Employer.