

KILROY REALTY, L.P.

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

Opportunity Description: Manager, Internal Financial Reporting**Location:** Corporate Office in Los Angeles, CA**About Kilroy Realty, L.P.**

- Kilroy Realty is a dynamic, \$10 billion publicly traded real estate company that is looking to add to its team of superstars.
- We believe our 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.
- 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 highly motivated, self-driven, relationship builder with strong analytical and technical skills to join our Internal Financial Reporting team. This opportunity has significant interaction with many teams within the Company including Senior and Executive Management, Asset Management, Investments, Finance and all other Accounting teams. Responsibilities include but are not limited to budgeting/forecasting, monthly executive management reporting, acquisitions/dispositions including purchase price allocations, analyses for quarterly earnings release, involvement in external financial reporting including impairment analyses and MD&A preparation, joint venture reporting for two consolidated joint ventures, staff mentoring and development, and collaboration with other teams inside and outside of the Company on continued process improvement, efficiency, and automation projects. This position reports to the VP, Internal Reporting and Operations Accounting.

Opportunity Requirements

- Approximately 3 to 5 years real estate accounting and/or public accounting firm experience, Big 4 preferred.
- Bachelor's Degree in Accounting or Finance, and CPA designation preferred. Previous real estate and/or REIT experience a significant plus.
- Strong accounting skills, knowledge, and judgement as well as a solid understanding of US GAAP concepts. Real estate experience a plus.
- Strong leadership and supervisory skills; including the ability to mentor and develop staff for future growth and provide results under tight deadlines.
- Strong verbal and written communication skills and possess the ability to develop strong relationships with Senior Management including Asset Management, Leasing, Investments, Tax, and Finance.
- Self-directed, motivated, strong analytical and problem-solving skills, and has the mindset of continual improvement.
- Strong organization skills with impeccable attention to detail, ability to understand the big picture, timely follow through and communication regarding assignments, and be able to communicate effectively with coworkers both verbally and through written communications.
- Ability to concisely document processes and procedures for all Internal Reporting and Joint Venture functions and thoroughly train direct report(s) on these processes and procedures.
- Proficient with Microsoft Office and property management accounting software. Yardi experience is preferred.

Summary of Responsibilities

The core responsibilities of this position include, but are not limited to the following:

Monthly and Quarterly Executive Reporting

- Lead, coordinate and collaborate with the Development, Operations Accounting, Revenue Accounting, and Corporate Accounting teams in the preparation of the Company's monthly financial reporting package and Executive presentation.
- Prepare and/or review analyses related to quarterly reporting on metrics such as Funds From Operations and Funds Available for Distribution, as well as various supporting analysis for operating results to assist our Executives, Corporate Finance, Financial Reporting, Operations Accounting and Asset Management teams.
- Collaborate with the Financial Reporting, Operations Accounting and Financial Planning & Analysis team to provide various quarterly reports and schedules such as impairment analysis, segment margin analysis, variable interest entity and ground lease disclosures, and preparation of the Management and Discussion and Analysis, such as same store analysis, for our 10Qs/10Ks.

- Lead the preparation of standalone special purpose audited financial reports and supporting schedules.
- Prepare and analyze our quarterly impairment analysis including position papers provided to auditors.

Acquisitions and Dispositions

- Coordinate with the Investment, Legal, Tax, Financial Reporting, and Development teams on the following duties:
 - Quarterly executive reporting
 - Schedules included in the quarterly Supplemental and 10Q reports.
 - Oversight and involvement in the preparation of purchase price allocations for operating property acquisitions, including review with auditors
 - Work with tax team on 1031 tax deferred exchanges and taxable REIT subsidiaries and ensuring entries are recorded accurately on a consolidated basis
 - Due diligence, prorations, closing statements, review of third-party valuations, and post-closing entries on deals.

Joint Ventures

- Coordinate and collaborate with the Financial Reporting, Tax, Asset Management, and Operations Accounting teams to ensure all monthly, quarterly, and annual financial reporting for our existing two consolidated joint ventures and any potential future joint ventures, is completed timely, accurately, and in accordance with the governing documents.
- Oversee the preparation of the annual audited financial statements and related footnotes for our two consolidated joint ventures including year-end audit procedures with the public accountants.
- Oversee minority interest calculations and impact to FFO and FAD with respect to our two joint ventures for the Company's consolidated financial reporting and any future potential joint ventures.
- Work with the Corporate Finance team to develop and maintain processes to ensure compliance with all financial and cash distribution terms required by joint venture agreements. Prepare distribution calculations and ensure cash distributions are accurate and paid timely to joint venture partners.
- Communicate regularly with and maintain the excellent relationship that has been developed with the joint venture partners.
- Actively participate in the evaluation of new technical accounting guidance for any potential future joint ventures in collaboration with our External Financial Reporting Team.

Other Responsibilities

- Special projects as assigned.
- Process improvement projects and other duties as assigned.

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.