

KILROY REALTY, L.P.

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

Opportunity Description: Director Internal Reporting & Special Projects – Los Angeles

Location: Corporate Office, Los Angeles, California

About Kilroy Realty, L.P.

- Kilroy (NYSE: KRC) is a leading U.S. landlord and developer with over 17 million square feet in our portfolio which spans five distinct regions including San Diego, Greater Los Angeles, the San Francisco Bay Area, the Pacific Northwest and Austin, Texas.
- As pioneers and innovators in the creation of a more sustainable real estate industry, our approach to modern business environments helps drive creativity and productivity for some of the world's leading technology, entertainment, life science and business services companies.
- A big part of the company's foundation is its commitment to enhancing employee growth, satisfaction and wellness while maintaining a diverse and thriving culture. For the third year in a row, the company has been named to Bloomberg's Gender Equality Index – recognizing companies committed to supporting gender equality through policy development, representation, and transparency.
- We hope you'll decide to join us!

About the Opportunity

This position reports to the SVP, Internal Reporting.

Opportunity Requirements

- Bachelor's Degree in Accounting required.
- Big 4 audit experience required.
- CPA or equivalent required.
- Must be self-directed, motivated, and logical in problem solving; well organized with attention to detail; follow through with assignments; possess good analytical skills; and be able to communicate effectively with coworkers both verbally and through written communications.
- Must have a process improvement mindset.
- Must be proficient with Microsoft Office.
- Commercial real estate accounting experience required.
- Yardi accounting software experience is preferred.
- 6-8 years accounting experience is preferred.
- Experience with evaluating processes and implementing process improvement projects is preferred.

Position Summary

Lead the Internal Reporting Team: Shape Strategic Decisions Through Financial Expertise.

- Do you thrive in a leadership role, where your insights and guidance empower your team to shape strategic decisions?

The Internal Reporting department is the nerve center where financial data transforms into actionable intelligence for our Senior Executive Team. As our Director of Internal Reporting, you'll be more than a Director; you'll be a strategic partner, leading a high-performing team and wielding your accounting expertise to:

- **Oversee and delegate:** Guide and assign tasks to your team, ensuring efficient and accurate completion of monthly/quarterly internal reports, SEC reporting schedules, and executive presentations.
- **Foster collaboration:** Cultivate a strong team environment, promoting open communication and seamless collaboration between internal departments.
- **Empower your team:** Provide mentorship and training opportunities, fostering the professional development of your staff, and ensuring they possess the skills to excel.
- **Drive process improvement:** Identify areas for improvement and implement new initiatives to optimize internal reporting processes and enhance efficiency.
- **Maintain high-quality standards:** Ensure the accuracy and compliance of all financial reporting, adhering to US GAAP and IFRS standards.

Additionally, you will:

- **Work alongside your team to:**

- Analyze financial results and coordinate with Financial, Planning and Analysis on forecasting and budgets.
- Craft insightful reports and present to Executive and Senior Management.
- Assume responsibility for the accounting and reporting for 3 Joint Ventures.
- Collaborate with the Investment Team on acquisitions and dispositions.
- Collaborate with the SVP, Internal Reporting and Project Management Office to identify and implement department wide process improvement initiatives.
- **Possess the qualities of:**
 - A skilled problem solver who can untangle complex financial issues and guide the team towards clear solutions.
 - A strong leader who fosters a collaborative environment and motivates team members.
 - An analytical mind that transforms data into compelling narratives for strategic decision-making.
 - Exceptional organizational skills to prioritize tasks effectively and meet deadlines.

Beyond the challenge, you'll find:

- **High Impact:** Witness the tangible results of your team's work, directly impacting the company's strategic decisions.
- **Continuous learning:** Lead a team in a dynamic environment where professional growth and development are actively encouraged.
- **Leadership development:** Gain valuable experience in leading and mentoring a team, honing your supervisory skills.

Summary of Responsibilities

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

Financial Reporting and Analysis:

- Lead the review of monthly/quarterly internal financial reports, certain areas of SEC filings, and Executive presentations.
- Guide the preparation of financial schedules for quarterly earnings calls, ensuring accuracy and clarity for investor communication.
- Provide strategic oversight over the entire financial reporting process, including adherence to US GAAP standards and internal controls.
- Present and interpret key financial metrics and operational results to Executive and Senior Management, highlighting trends and potential areas of concern.
- Review and analyze complex financial areas like deferred income, leases, and asset retirement obligations, identifying potential risks and opportunities.
- Oversee the analysis of quarterly impairment assessments and evaluations.

Joint Venture Management:

- Assume direct responsibility for the financial reporting of three Joint Ventures, including quarterly conversions between US GAAP and IFRS.
- Review and approve critical financial calculations like minority interest, management fees, and cash flow analysis for informed decision-making within the ventures.
- Supervise the preparation and review of Joint Venture financial packages and financial statements, ensuring compliance with accounting standards across both US GAAP and IFRS.

Strategic Support:

- Collaborate with the Investment Team by providing financial analysis and guidance during acquisitions and dispositions.
- Review and approve financial aspects of transactions including closing statements, valuations, and post-closing adjustments.
- Collaborate with the Tax Team on 1031 planning.

Other:

- Champion continuous improvement within the department by spearheading special projects and process improvement initiatives.
- Other duties as assigned.

What we offer

At Kilroy, base pay is one part of our total compensation package and is determined within a range. This provides the opportunity to progress as you grow and develop within the role. The base pay range for this role is between \$167,000 and \$205,000, and your base pay will depend on your skills, experience and training, knowledge, licensure and certifications, and other business and organizational needs. It is not typical for an individual to be hired at or near the top of the range for their role and compensation decisions are dependent on the facts and circumstances of each case. This role is eligible for an annual discretionary bonus as well.

Our comprehensive group health benefits program is built around your total health and provides employees and their families with care and coverage designed to help you thrive. Our health and wellness program offerings include medical, dental, vision, with FSA, HSA options, Group Life & Disability, LTD coverage and much more. Ancillary programs include a retirement savings plan with a competitive employer match, employee support programs like our parental leave coaching program, wellness, and commuter benefits, just to name a few. We invite you to visit our website at www.kilroyrealty.com to learn more.

How 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.