

KILROY REALTY, L.P.

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

**Opportunity Description:** Senior Accountant, Tax

**Location:** Corporate Office, Los Angeles, California

#### **About Kilroy Realty, L.P.**

- Kilroy (NYSE: KRC) is a leading U.S. landlord and developer with over 14 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 Senior Manager, Tax.

## Opportunity Requirements

- 3-4 years of relevant real estate experience in a tax services environment required. Previous REIT experience highly preferred.
- Strong federal and state income tax compliance knowledge and skills, with 2+ years of experience with Form 1065 and associated schedules, required.
- Bachelor's degree in accounting, finance, or taxation required.
- CPA equivalent or on track for CPA 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.
- Must be willing to learn and ensure timely completion of projects.

## Position Summary

Do you thrive in the heart of a dynamic organization, where your insights shape strategic decisions?

The Kilroy tax department isn't just about crunching numbers and meeting deadlines. As a real estate investment trust (REIT), everything from our corporate structure to our day-to-day operations is evaluated from a tax perspective. We are responsible for the alignment of the Company's strategic initiatives with REIT compliance, and as our Senior, you will transform financial data into actionable intelligence for our executive team. You will be a strategic partner, wielding your tax expertise to:

- **Uncover the bigger picture:** Analyze financial results, stay in close communication with the business teams to aid in strategic tax planning, and craft insightful reports for executive management.
- **Be the bridge:** Foster collaboration between multiple departments, ensuring everyone speaks the language of tax and REIT compliance.
- **Support deal flow:** Collaborate closely with the Investment team by providing tax analysis and support for acquisitions, dispositions, joint ventures and 1031 exchanges.

This is a role for the:

- **Problem solver:** You relish untangling complex financial puzzles and presenting clear, actionable solutions.

- **Independent thinker:** You take ownership, proactively identify issues, and drive initiatives to completion.
- **Data whisperer:** Your analytical skills transform numbers into compelling narratives that inform strategic decisions.
- **Master of efficiency:** You juggle multiple priorities with finesse, meeting deadlines without compromising accuracy.
- **Team player:** You thrive in a collaborative environment, building strong relationships across departments.

Beyond the challenge, you'll find:

- **High visibility:** Your work is used by executive management to make informed decisions.
- **Continuous learning:** Immerse yourself in a dynamic environment where growth and development are actively encouraged.
- **Meaningful impact:** See the tangible results of your work, knowing you're playing a critical role in the company's future.

### **Summary of Responsibilities**

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

#### **Maintaining the Company's REIT Status (REIT Compliance):**

- Coordination with service providers on the preparation and analysis of quarterly/annual REIT compliance tests and related reporting packages for external advisor and auditor review.
- Presentation of tax topics and conclusions to senior and executive management and company advisors at quarterly REIT compliance meetings.
- Member of team responsible for managing the Company's distribution requirements, providing executive management with quarterly projections of earnings & profits.
- Collaborating with accounting, finance, legal, asset management, sustainability and other departments to assist with special projects in maintaining REIT status, including management of the company's taxable REIT subsidiaries and analysis of potential impermissible tenant service income.
- Assist with REIT opinion due diligence to ensure seamless deal flow.

#### **Income, Franchise and Indirect Tax Returns:**

- Collaboration with service providers in the preparation of income tax return workpapers, including the maintenance of fixed asset ledgers and analysis of book-tax differences.

- Review of computations under IRC Section 704(b) and (c), 752 and 754.
- Review of federal and state income/franchise tax returns prepared by service providers.
- Analysis, preparation and filing of other indirect tax returns.

**Year-End Earnings & Profits (E&P) Calculations:**

- Coordination and review of year-end E&P computations, including comparison against periodic projections of taxable income requiring extensive analysis and experience in general tax principles.
- Assist with reporting to shareholders, Nareit, and on the Company's Form 10-K.

**Other Tax Department Reporting and Analysis Responsibilities:**

- Presentation of tax principles and issues to other departments within the Company, including senior and executive management.
- Participation in meetings and making recommendations to management.
- Assist with strategic planning initiatives, including joint ventures, 1031 exchanges, acquisitions/dispositions.
- Assist with quarterly cash distributions to company limited partners.
- Handling of tax notices and other official taxing authority communications.
- Research tax issues on an as-needed basis, including tax reform.
- Implement and evaluate new tax processes, policies and procedures.

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 \$100,000 and \$120,000, 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](http://www.kilroyrealty.com) to learn more.

**How To Apply**

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