

KILROY REALTY CORPORATION

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

**Opportunity Description:** Analyst, Corporate Finance & Financial Planning & Analysis (FP&A)

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

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

- Kilroy (NYSE: KRC) is a leading U.S. landlord and developer with over 17 million square feet of primarily office and life science space with operations in San Diego, Greater Los Angeles, the San Francisco Bay Area, Greater Seattle, 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 is responsible for assisting the Corporate Finance and Financial Planning and Analysis (FP&A) groups with budgeting and forecasting, analyzing drivers and variances, and other corporate finance-related projects, including participating in capital market strategies, conference call preparation, corporate presentations (external and internal) and treasury related items. This position reports to the Senior Director, Head of Financial Planning & Analysis.

**Opportunity Requirements**

- Bachelor's Degree in finance, accounting, economics, or related field
- Prior analytical role with 1-3 years of experience (finance, FPA, etc.).
- Strong and extensive Excel modeling skills.
- Knowledge of financial statements and the flow of information among the income statement, balance sheet and cash flow statement.
- Knowledge of real estate fundamentals, preferably REITs.
- Ability to demonstrate effective verbal and presentation / communication skills. Must be capable of dealing with all levels of management.
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles would be helpful.
- Wall Street investment banking experience is a plus given the required interaction with various banks and research analysts
- Yardi experience, a plus.

**Summary of Responsibilities**

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

**Corporate Finance / Financial Planning and Analysis**

- Assist the team in preparing annual budgets and monthly forecasts which would entail incorporating information from various groups within the company, including but not limited to:
  - Leasing assumptions
  - Property level expenses and CAM revenue
  - Corporate expenses
  - Financing assumptions
  - Acquisition, disposition, and development analyses
- Track company metrics such as occupancy, leasing data, and revenue recognition
- Assist the Senior Vice President with liquidity forecasting projections and raising capital
- Assist Corporate Finance team with market stats with quarterly conference call preparation
- Prepare assigned support schedules for quarterly earnings call preparation
- Assist with investor presentations and other investor related events as well as NAREIT conferences
- Assist in the preparation of Board of Director reports

- Review covenant and financial reporting packages, including secured debt compliance requirements

**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 \$95,000 and \$115,000, 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.