

KILROY REALTY, L.P.

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

Opportunity Description: Senior Vice President, Internal Audit – 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 approximately 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 an inclusive and thriving culture. For the fifth year in a row, the company has been included in the 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 newly created position reports directly to the Audit Committee of the Board of Directors and reports administratively to the Chief Financial Officer.

Opportunity Requirements

- 12-15 years of experience with Big Four Accounting firms, Internal Audit / Risk Assessment leadership experience within US public companies, and/or Controllershship, with a proven track record of progressively responsible leadership roles.
- BA/BS degree in accounting/finance or equivalent required. Master's degree a plus.
- CPA/CIA or similar certification required. Real estate experience a plus.
- 7-10 years of significant experience in presenting complex issues and audit results to public company Audit Committees and working with Big 4 audit firms.
- 7-10 years expertise with Sarbanes Oxley ("SOX") and managing projects through the SOX lifecycle.
- Robust interest in understanding all facets of our business and demonstrates exceptional leadership experience to identify, design and perform value-oriented audits and risk assessments.
- Strong comprehensive technical understanding of current U.S. accounting principles and auditing standards - GAAP, PCAOB standards, SEC regulations, Sarbanes-Oxley and COSO Internal Control Integrated Framework - including in-depth knowledge of the application of accounting principles and internal control concepts to business processes.
- Solid demonstrated aptitude in leadership, interpersonal dynamics, and relationship cultivation as well as proven track record of working across functional areas and with executive leadership. Strong soft skills a must.
- High level of organizational awareness, decision making skills and ability to accelerate the pace of change. Ability to work and problem solve independently with proven skills to evaluate, build, and document new or changes to existing processes and policies.
- Strong work ethic, initiative, and internal drive with the ability to think strategically, analyze complex issues, and provide practical solutions.
- Superlative project management, analytical, problem-solving and organization skills. Must have strong skills to organize and coordinate work effectively and efficiently, set priorities and motivate others, create program timetables, and execute them.
- Strong ability to communicate clearly and effectively both verbally and in writing, with the Audit Committee, senior and executive management, team members, direct reports, and external audit firm to gather information, explain issues, and help craft responses.
- Ability to work in a fast-paced entrepreneurial environment with changing demands.
- Experience hiring, developing, mentoring, and challenging your own team. This position will be the first position hired to build our new Internal Audit team.

Position Summary

We are searching for a Senior Vice President, Internal Audit to lead, develop and oversee the Company's new Enterprise-wide Internal Audit and Internal Controls Risk Management program. We are looking for a highly motivated leader who will be interested in all facets of our business and will work to identify, design and perform value-add audits throughout the Company. A seasoned results-oriented leader who can manage, influence, and drive strategic solution development across diverse teams within the organization. The candidate must also be a master relationship builder and be comfortable and highly effective in an ambiguous, rapidly changing environment, with a proven ability to effectively lead an integrated Sarbanes Oxley ("SOX) program, and act as a subject matter expert and key liaison with internal and external stakeholders.

The Senior Vice President, Internal Audit will be responsible for establishing, executing, and implementing a comprehensive risk-based Internal Audit Plan while developing strategic audit objectives that align with the Company and Audit Committee's vision. Internal Audit Plan objectives include but are not limited to: assessing, evaluating, and investigating the key risks inherent throughout the Company's business; designing risk based and value add operational audits; providing formal recommendations for improvement and increased efficiency, both written and oral; testing SOX controls and reviewing the effectiveness of internal controls over financial reporting in compliance with SOX; and special projects.

The position reports to the Audit Committee of the Board of Directors, administratively to the EVP, Chief Financial Officer, and will be a leader within the organization. The role will partner with other executive and senior leaders across the organization to identify risks, assess enterprise risk management and develop and execute the annual Internal Audit Plan. This role will also interact heavily with the Company's external audit team, particularly with regards to the SOX internal control testing and IT Audit and general controls.

The position will lead a portfolio of projects and provide project vision and oversight while requiring a hands-on approach to the monitoring and testing of operational areas throughout the Company. Thus, we are seeking a candidate who must be able to promote a collaborative, inclusive and positive entity wide environment when conducting audits and reporting recommendations, and to add value while aligning internal audit and risk management processes with stakeholders' expectations.

As the Senior Vice President, Internal Audit you will also be able to:

- **Drive process improvement:** Identify areas for improvement and implement new initiatives to add value, optimize controls and enhance efficiency across the Company.
- **Foster collaboration:** Cultivate a strong team environment, promoting open communication and seamless collaboration between departments.
- **Empower your team:** Develop a team of 1-2 additional team members. Provide mentorship and training opportunities, fostering the professional development of your team, ensuring they possess the skills to excel.
- **Maintain high-quality standards:** Ensure the accuracy and compliance of all financial and operational reporting, adhering to US GAAP, SEC, SOX PCAOB and Internal Auditing standards.

Beyond the challenges, you will also find:

- **High Impact:** Witness the tangible results of your and 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.
- **Senior leadership development:** Expand your experience in developing, leading, and mentoring a team while interacting regularly with senior and executive management, and the Audit Committee.

Summary of Responsibilities

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

- Lead annual Enterprise Internal Audit and Internal Controls Risk Management Plan and presentations to the Audit Committee.
- Develop, plan, oversee, present, and execute the long-term and annual enterprise-wide risk-based Internal Audit plan. Development of the annual Internal Audit Plan includes conducting the annual risk assessment exercise with executives and stakeholders, identifying new and emerging risks and value-add opportunities within the organization, and communicating the strategic direction for Internal Audit. Our expectation is that the comprehensive plan will incorporate audit areas within Accounting/Finance, Development, Asset / Property Management, and other operational areas, in addition to timely quarterly and annual SOX 404 testing activity. We expect that the initial plan will be presented to the Audit Committee of the Board of Directors annually with periodic or quarterly updates.
- Demonstrate superior management and leadership effectiveness, including development of
- cross functional relationships and collaboration amongst groups. Partner with business leaders across the organization and remain in alignment with strategic priorities and emerging business changes. Foster a collaborative approach that assists the organization in identifying internal control opportunities for improvement, new risks, and mitigation strategies.
- Stay current with business/industry changes and complex auditing, accounting, and information technology changes and apply that knowledge within the controls and audits. Regularly educate executive and senior management on governance, risks, controls, and any changes to internal or external audit standards.
- Participate in quarterly SOX and Audit Committee meetings and report on the execution of the Internal Audit plan, SOX compliance efforts, and other Internal Audit activity. Oversee and conduct testing of internal controls over financial reporting on a quarterly and annual basis under Sarbanes-Oxley Act, ensure compliance with SOX and coordinate SOX compliance efforts with the Company's external auditor.
- Act as the primary liaison between external IT auditors and the IT Department. Coordinate with the external IT auditors and internal IT personnel to ensure that IT related audit and SOX work is completed on a timely basis and that the external IT auditors provide and share best practices.

- Prepare Audit Committee materials with respect to Internal Audit and participate in quarterly Audit Committee meetings.
- Invest in the development of the Internal Audit team through active communication, establishing departmental goals for team members, providing regular and timely feedback, and annual reviews and/or performance management,
- Supervise all audit projects, collaborate with audit staff on scoping of internal audits, and ensure audits/control projects/assessments are planned and executed in the highest quality
- Possess superior business ethics and set the example of always maintaining a professional courteous attitude when dealing with service providers, coworkers, and other third parties.
- Provide technical or operational assistance and conduct ad hoc special audits/reviews or special projects where internal audit subject matter expertise can be of assistance.
- Perform investigations of any discovered irregularities and/or fraud

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 \$225,000 and \$250,000, 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.