

Opportunity Description: Disbursements & Accounts Payable Accountant
Location: Corporate Office in Los Angeles, CA

KILROY REALTY CORPORATION

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

About Kilroy Realty Corporation

- 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.
- Kilroy's Vision is to be a premier and sustainable commercial real estate operator and developer, sought after by tenants, preferred by investors, and respected by competitors.
- Kilroy's mission is to create and operate exceptional real estate assets where people live, work, and engage with their communities.
- At Kilroy, our people are our greatest resource. We strive to maintain a culture of continuous growth, recognizing and rewarding performance in all facets of the company. Integrity matters, which means how we operate is just as important as what we deliver. We aim to operate as a cohesive team and believe that diversity of thought and perspective results in better outcomes.

About the Opportunity

This position reports to the Manager, Disbursements and Accounts Payable.

Opportunity Requirements

- Accounting or Finance background with 2-3 years accounts payable or general accounting experience.
- Degree in accounting or business.
- Excellent written and verbal communication skills.
- Customer service-oriented individual with a focus on details.
- Strong analytical, interpersonal communications, research, reasoning and problem-solving skills who can assist and with process improvement implementations.
- Proficient in Excel and mid or large tier ERP systems (Yardi real estate accounting software and PayScan a plus).
- Must have strong communication skills and possess the ability to build relationships and effectively communicate with all departments in the Company.

Summary of Responsibilities

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

- Partner with the Disbursements and Accounts Payable Manager for all Accounts Payable related tasks
- Collaborate with operations and IT to gain an understanding of the Company's various workflow approval and disbursement processes. Maintain and manage Yardi Accounts Payable workflows.
- Assist the Disbursements and Accounts Payable Manager with the evaluation of the Company's front-end accounts payable process and take the lead in revamping and implementation of a best-in-class process. Provide training for the Company's front-end users.
- Provide a high level of customer service to the Company's employees and vendors.
- Interact with internal teams and vendors to resolve questions and/or issues.
- Reconcile vendor statements and follow up on outstanding invoices. Communicate proper invoice coding to vendors, when necessary.
- Utilize excellent analytical, reconciliation and overall troubleshooting skills.
- Review Yardi workflow invoice exceptions and route invoices into proper workflow.
- Route GL disbursement batches for approval and process payments via the Company's outsourced vendor to execute electronic funds transfers or print & mail paper checks.
- Partner with Treasury department to verify positive pay files and bank exceptions, as a back-up to the Disbursements & Accounts Payable Manager.
- Collaborate with Asset Management, Project Management, Treasury, & IT Teams on the Bank Transition / ACH Project.
- Process annual forms 1099.

- Review Form W-2 and set up new vendors, verify all with TIN Check systems.
- Reconcile and process employee expense reports, as a back-up to the Disbursements & Accounts Payable Manager.
- Assist with month-end & quarter end closing procedures.
- Other duties as directed.

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 \$60,000 - \$65,000 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.