

KILROY REALTY, L.P.

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

Opportunity Description: Senior Accountant, Financial Reporting
Location: Corporate Office in West Los Angeles, CA

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

We are seeking a highly motivated, self-driven, organized, and analytical superstar to join our External Financial Reporting A-Team. The opportunity encompasses numerous areas including, but not limited to: 10K/10Q Filings, preparation and analysis of our Earnings Release, Supplemental Investor Financial Report and consolidated financial statements; management and oversight of our company-wide Disclosure Program process, financial analysis, exposure to SEC and FASB technical analysis, and other team special projects and accounting and finance department initiatives. This position reports to the Manager, Financial Reporting.

Opportunity Requirements

- B.S. in Accounting, 2-4 years accounting experience, real estate experience a plus
- Active CPA license
- Public accounting firm experience required; Big 4 preferred
- Form 10-K/10-Q experience required
- Experience with SOX Section 404 process, including evaluating and testing the design and effectiveness of controls and performing walkthroughs
- Articulate communicator who thrives in a collaborative environment, effectively communicates both verbally and in writing, proactively makes recommendations and keeps supervisors apprised of progress
- Superior analytical skills, excellent attention to detail, strong work ethic, excellent judgment, strong ability to manage multiple priorities and meet deadlines
- Strong team building and interpersonal skills, team player, impeccable integrity, excellent reputation

Summary of Responsibilities

The essential function of this position is regular and predictable attendance. The core responsibilities of this position include, but are not limited to the following:

10K/10Q Filings, Earnings Release and Supplemental Investor Financial Report:

- Preparation and tie-out of the Company's external financial reports, including the Company's periodic SEC Filings and quarterly supplemental investor reports and earnings releases, ensuring all reports are accurate.
- Preparation and drafting of financial statements, footnotes, MD&A and other external reporting schedules and disclosure, ensuring transactions are accounted for and reported in accordance GAAP and all related key control activities are performed timely and in accordance with documented policies.
- Preparation of the consolidation, quarterly balance sheet fluctuation analysis, GAAP disclosure checklist, and analyses for quarterly earnings call preparation meetings.
- Preparation of reports and analyses for the quarterly reviews, annual audit, comfort letters or any other procedures performed by the Company's independent external auditor.
- Review XBRL tagging performed by consultants.

Part of Team with Management and Oversight of Disclosure Program Process:

- Assist with maintaining Section 404 control documentation
- Coordinate with internal and external auditors.
- Prepare reporting packages and presentation materials for SOX Committee meetings and Disclosure Committee meetings.
- Assist with managing quarterly Disclosure Certification process.
- Continuously evaluate Company processes and controls and recommend improvements.

Assist in Preparation of Executive Quarterly and Annual Reporting Packages:

- Assist with preparation of Audit Committee Packages.
- Assist with preparation of Disclosure Committee Documents.
- Assist with preparation of CEO and CFO Certification Meeting Packages.

Other External Financial Reporting and Analysis Responsibilities such as:

- Preparing presentations and making recommendations to senior and executive management.
- Researching GAAP accounting and SEC disclosure guidance.
- Drafting technical accounting position papers.
- Implementing and evaluating new accounting processes, policies and procedures.
- Preparation of analyses for debt and equity offerings as well as review and tie-out of disclosures in related Prospectus Supplements.
- Assist with preparation of Form 8-K's and exhibits.
- Reviews of peer filings.

Special Projects such as:

- Process automation projects.
- Analyses requested by senior and executive management.

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 \$115,000 and \$125,000 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.