

KILROY REALTY, L.P.

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

Opportunity Description: Senior Accountant, Internal Reporting
Location: Corporate Office in Los Angeles, California

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 Director, Internal Reporting and Special Projects.

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

The Internal Reporting department isn't just about crunching numbers – it's the nerve center where financial data transforms into actionable intelligence for our executive team. As our Senior Accountant, you'll be more than a bean counter; you'll be a strategic partner, wielding your accounting expertise to:

- Uncover the bigger picture: Analyze financial results, coordinate with FP&A on forecasting and budgets, and craft insightful reports for executive management.
- Be the bridge: Foster seamless communication and collaboration between departments, ensuring everyone speaks the language of accounting.
- Simplify the financials: Prepare the accounting and reporting for our three Joint Ventures, ensuring accuracy and compliance.
- Support deal flow: Collaborate closely with the Investment team by providing financial analysis and support for acquisitions and dispositions.

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.

Opportunity Requirements

- Bachelor's Degree in Accounting required.
- CPA equivalent or on track for CPA required, preferred
- 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.
- Commercial real estate accounting experience preferred.
- Yardi accounting software experience is preferred.
- 2-3 years accounting experience is preferred.

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:

General:

- Coordinate & collaborate with various teams on the preparation of monthly/quarterly internal financial reporting schedules, SEC reporting schedules and executive presentations including preparation of schedules for conference call preparation.
- Prepare & analyze (monthly/quarterly): deferred income, intangible lease assets, ground leases (including remeasurements and assessing new ground leases), stabilized portfolio lease type, asset retirement obligations, VIEs, segment reporting, etc.
- Prepare the quarterly and annual impairment analysis.
- Perform potential Early Lease Termination analysis to provide insight of the financial impact before the deal happens.
- Prepare monthly Blackline reconciliations for Asset Retirement Obligations & Joint Venture CIP balances.
- Maintain account trees in Yardi and create new accounts/properties,
- Prepare property allocation journal entries as needed.

Joint Ventures:

- Prepare monthly and quarterly intercompany accrual & elimination journal entries.
- Prepare monthly minority interest calculations & quarterly impacts on Funds From Operations (FFO) / Funds Available for Distribution (FAD).
- Prepare monthly management fees calculations, waterfall calculations and cash balance analysis.
- Calculate the quarterly distribution for our Joint Venture owned properties.
- Prepare the Joint Venture financial reporting packages (monthly/quarterly) on both a USGAAP & IFRS basis.
- Prepare the quarterly USGAAP to IFRS reconciliation for one Joint venture.

- Prepare the annual audited combined financial statements & agreed upon procedures for our Joint Venture properties on a USGAAP basis.

Acquisitions & Dispositions:

- Assist Director with: quarterly reporting for the Company's supplemental package and 10Q/K schedules, due diligence, closing statements, valuations, post-closing entries, purchase price allocations, and business team support (e.g., provide GAAP carrying basis).

Other:

- Special projects and process improvement initiatives.

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 \$103,500.00 and \$109,250.00 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.