

KILROY REALTY, L.P.

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

**Opportunity Description:** Corporate Model Analyst

**Location:** Corporate Headquarters in 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.
- 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:**

The Corporate Finance group is looking for a dynamic individual who have demonstrated themselves to be exceptional performers, as this group ultimately supports Executive Management and is instrumental in our Company's near-term future. With a broad range of duties – Investor Relations, Capital Markets to ad hoc analyses for Executive Management – much of the focus is at a REIT-level, rather than at the asset-level. A successful candidate must be resourceful in utilizing several sources of data to help aggregate and analyze the “big picture” for management. This position will report to the CFO.

**Opportunity Requirements**

- Bachelor's degree in accounting or finance.
- Prior analytical role with up to 3 years of experience in corporate finance and/or FP&A.
- Strong analytical skills, attention to detail, and the ability to interpret complex data.
- Strong proficiency in excel modeling skills and creating dynamic financial models.
- 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 at the REIT-level.
- Understanding of business operations and key drivers, and industry dynamics.
- Ability to demonstrate effective verbal presentation and communication skills. Ability to effectively interact with all levels of management.

**Summary of Responsibilities**

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

- Own and manage the Corporate Model for the quarterly forecasting and ad-hoc analysis for acquisitions, dispositions, capital transactions, and other strategic considerations.
- Assist in the continued development of budgeting and financial forecasting tools and processes.
- Assist in ongoing data testing and improvements in the Business Intelligence software.
- Analyze detailed financial information and reports to provide accurate and timely financial insights to CFO and Executive Management Team for decision-making purposes.
- Help in establishing, understanding and measuring several metrics by which each department's success is measured. Aggregate information and assemble monthly reporting packages for Executive Management.
- Assist in keeping various points related to the valuation of the REIT current, including internal data, market data and peer data.
- 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 \$91,000 and \$110,000, 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.