

KILROY REALTY, L.P.

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

Opportunity Description: Operations Accountant
Location: Regional Office in Austin, TX

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

This position reports to the Manager, Operations Accounting.

Opportunity Requirements

- Bachelor's Degree in Accounting or Finance.
- Commercial real estate accounting experience 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 be proficient with Microsoft Office. Property management accounting software experience is preferred.
- 2 years accounting experience is preferred.
- CPA preferred.

Summary of Responsibilities

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

- Prepare monthly journal entries for assigned properties including ground leases, cash basis adjustments, etc.
- Prepare monthly/quarterly Blackline balance sheet reconciliations for assigned accounts and properties.
- Complete required tasks for early lease terminations.
- Work with third-party property manager of residential properties to review monthly reporting packages, record trial balance uploads, and test internal controls.
- Assist with the annual budget and monthly/quarterly forecast process.
- Prepare quarterly local tax calculations, journal entries, and forecast updates.
- Prepare quarterly consolidated QTD and YTD balance sheet flux analysis.
- Assist with annual financial statement audit as needed.
- Other duties and projects as directed.
- The following is also expected of this position:
 - Understanding of accounts payable, accounts receivable, and cash receipts and how they drive the financial results of property operations.
 - Ensure any analysis / work product is accurate, thorough, and neat.
 - Effectively work and communicate with other members of the Company to ensure established deadlines are being met in an efficient manner.
 - 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 \$77,000 to \$91,000, 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 Recruiting@recruiting.kilroyrealty.com. Please include the position title in the subject line. No phone calls, please. EEO/M/F/Vet/Disability Employer.