

KILROY REALTY CORPORATION

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 Corporation**

- Kilroy Realty is a dynamic, \$10 billion publicly-traded real estate company that is looking to add to its team of superstars.
- We believe our team, commitment to excellence, superior growth prospects, premium office and mixed-use properties and our exciting and innovative development platform make us the premier publicly-traded Real Estate Investment Trust on the West Coast.
- Our collaborative open work environment, dynamic team approach and exciting transactions create continued opportunities for growth and challenge and inspire our employees.
- As part of our core values, we are committed to sustainability and the environment and, as a result, we are recognized as the North American leader in sustainability.
- Our team is like our family. We have over 70 years of experience developing, acquiring and managing office and mixed-use real estate assets and have many employees who have been at the company for more than 15 years.
- We have a promote-from-within culture and accessible executives with open door policies. We consistently encourage our team to facilitate change, leverage technology and recommend process improvement.
- We have a flexible work attire policy that allows for jeans to be worn every day. We believe in a modern workplace where our goal is to inspire and create opportunity for our entire team.
- Please visit our website at: www.kilroyrealty.com

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 Section 404 and Disclosure Program process, financial analysis, exposure to SEC and FASB technical analysis, and other team special projects and accounting and finance department initiatives.

Opportunity Requirements

- B.S. in Accounting, 3-5 years accounting experience, real estate experience a plus.
- CPA, Big 4 public accounting firm and Form 10K/10Q experience required.
- 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 core responsibilities of this position include, but are not limited to the following:

- 10K/10Q Filings, Earnings Release and Supplemental Investor Financial Report:
 - Member of team responsible for preparing and compiling the quarterly and annual external financial reports and other key financial reporting and analysis items.
 - Includes preparation and drafting of financial statements, footnotes, MD&A and other external reporting schedules and disclosures, ensuring all SEC reporting deadlines are met. Also includes ensuring transactions are accounted and reported in accordance GAAP and all related key control activities are performed timely and in accordance with documented policies.
 - Member of team responsible for preparing the consolidation, management and evaluation of quarterly balance sheet fluctuation analysis, preparation of statement of cash flows, GAAP disclosure checklist, and preparation of analysis for quarterly earnings call preparation meetings.
 - Involvement with the quarterly reviews and annual audit by the Company's independent auditor.
- Management and Oversight of Section 404 and Disclosure Program Process:
 - Manage Section 404 and assist with Disclosure Certification quarterly and annual program processes. Ensure testing performed by various Company team members is completed timely. Coordinate with external auditors.
 - Prepare reporting packages and presentation materials for SOX Committee meetings and Disclosure Committee meetings.
 - Evaluate any identified deficiencies collaborate with process owners to recommend and draft process improvements / remediation actions to management team. Continuously evaluate Company processes and controls and recommend improvements.
- 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:
 - Participating in preparing presentations and making recommendations to senior and executive management.
 - Researching GAAP accounting and SEC disclosure guidance.
 - Implementing and evaluating new accounting processes, policies and procedures.
 - Special projects and other duties.

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.