

KILROY REALTY CORPORATION

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

Opportunity Description: Senior Manager, Taxes**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

The Senior Manager, Taxes will be directly responsible for assisting in the management of all aspects of tax compliance and planning. This position reports to the Senior Director, Taxes.

Opportunity Requirements

- Five to seven years of progressively responsible experience in a tax services environment.
- A combination of both public accounting and industry experience preferred.
- Previous experience working for an office Real Estate Investment Trust (REIT) is a plus.
- Able to manage multiple priorities while delivering results.
- Demonstrated and effective oral and written communication skills. Must be capable of dealing with executives, peers, outside advisors, joint venture partners and others throughout the organization.
- Strong computer skills (including Microsoft Office Excel) are strongly preferred. Apply technology as part of enhanced process management capabilities.
- Foster effective teamwork and think strategically as well as tactically while continually seeking service delivery efficiencies.
- Strong supervision skills, including the ability to coach/mentor personnel.
- Excellent analytical skills with the ability to apply these skills to business issues/tax issues.
- As a member of a small team a roll up your sleeves work ethic is necessary and required. Must have strong organizational skills, problem solving skills and be goal oriented.
- Superior planning and organizational skills with a strong aptitude for detail.
- Able to lead and to serve and know when to listen and reflect and when to take decisive action.
- Demonstrated willingness to devote the hours necessary to assure that projects are completed on a timely basis.
- Must be willing to take on higher levels of responsibility and manage highly confidential information.

Summary of Responsibilities

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

- Assist with overseeing and maintaining the Company's REIT status by analyzing transactions and working with Company management.
- Review of the Company's quarterly and annual REIT compliance tests.
- Oversee the Company's income tax return preparation process, including fixed asset additions on FAS software, and computations under IRC Sections 704(c), 704(b), 752, 754, and 755.
- Assist with Regulatory documentation requirements under SOX 404 and ASC 740.
- Assist with 1031 transactions and planning, work with accounting and legal and outside consultants to properly execute and record on books.
- Preparation / review of periodic projections of taxable income including year-end Earning and Profits computation to ensure accurate reporting of dividend characterization on Form 1099-DIV.

- Oversee the Company's personal property tax compliance, including working with consultants, preparation / review of annual budgets, etc.
- Oversee the filing of annual Form 1099's and related forms.
- Respond to notices from various tax agencies and representing the Company to taxing authorities.
- Researching current and emerging tax issues.
- Supervision of tax personnel, including review of work product and assisting with managing department priorities to best manage workflow.
- Special projects and other duties as assigned.

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.