

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064**Opportunity Description:** Senior Operations Accountant**Location:** Regional Office in San Francisco or Menlo Park, 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.

About the Opportunity

We are seeking a highly motivated, self-driven, organized, detail oriented and analytical professional with strong communication skills to join our Operations Accounting team. The opportunity encompasses numerous areas including, but not limited to: preparation and analysis of property level financial statements, operating budgets/forecasts, CAM reconciliations, monthly financial reporting packages, straight-line rent calculations, monthly/quarterly variance reports and other team special projects and accounting and finance department initiatives.

Opportunity Requirements

- B.S. in Accounting or Finance, 3-5 years real estate accounting experience, REIT experience preferred.
- 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:

- Monthly journal entries, income and expense accruals, expense recovery true-ups on a GAAP basis.
- Preparation of monthly and quarterly reporting packages, which includes analysis and supporting schedules for balance sheet accounts and explanation of significant variances in the income statement accounts.
- Assistance with the annual budget and monthly/quarterly forecast process.
- Preparation of monthly CAM true up accruals, and preliminary and annual CAM reconciliations within the timeline established by Senior Management.
- Prepare JV accounting entries and assist in the monthly/quarterly JV reporting.
- Provide input for and participate in monthly Asset Management variance meetings.
- Assist supervisor with tenant CAM audits and A/R inquiries.
- Assist in providing any support to the auditors for interim, year end, and internal audits.
- Preparation of analysis to support Asset Management leasing decisions.
- Foster a team mentality and strong support environment for the Asset Management, External Reporting, FP&A, Corporate Accounting, Job Cost, and Development teams.
- Generate reports and complete key internal control tasks within the established deadlines.
- Assist in the due diligence of potential acquisitions and dispositions and the accounting for closed deals.
- Preparation of specified Special Purpose Entity financial statements and analysis for financial reporting and debt covenant compliance.
- Continuously evaluate the department's accounting processes and recommend improvements.
- 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.