

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064**Opportunity Description:** Manager, Operations Accounting
Location: Regional Office in San Francisco, 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 Manager, Operations Accounting will be directly responsible for the management and execution of property level accounting and financial analysis for assigned portfolio. Job responsibilities include management of direct reports, review and approval of property level financial statements, preparation of Corporate level analysis for operating properties, assisting with budget preparation, review and approval of the CAM budgeting and reconciliation process, and special projects. This position reports to the Senior Director, Internal Reporting and Joint Venture Accounting.

Opportunity Requirements

- Bachelor's Degree in Accounting or Finance: CPA preferred.
- Must have strong accounting skills with in-depth knowledge of US GAAP and real estate accounting.
- Must have strong analytical ability: understands details as well as big picture; provides meaningful conclusions.
- Must have strong management and supervisory skills; able to provide results under tight deadlines.
- Must have experience with operating budgets, financial reporting, monthly variance analytics, A/P, A/R and CAM processes.
- Must possess strong verbal, written and reading comprehension skills and be able to communicate effectively.
- Must be self-directed, motivated, analytical and logical in problem solving and focused on continuous improvement.
- 5 to 7 years accounting experience.

Summary of Responsibilities

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

- Responsible for the oversight, review and approval of property level accounting functions and financial reporting for assigned portfolio. Accounting and financial reporting is performed in accordance with Generally Accepted Accounting Principles (GAAP).
- Responsible for the day-to-day management of the direct reports which includes: review of month-end property level financial statements, straight line rent calculations, reconciliations and analysis, month-end accruals, journal entries, budget calculations, CAM estimates, annual reconciliations, and other property level accounting functions.
- Work closely with Asset Management to identify and provide information necessary to manage portfolio assets.
- Review and approval of monthly and quarterly reporting packages. The packages include analysis and supporting schedules of balance sheet accounts and explanation of significant variances in income statement accounts.
- Review and approval of quarterly balance sheet variance analysis.
- Manage tenant CAM audit process within assigned portfolio.
- Assist with the annual budget and monthly forecast process. Participate and provide input in budget review meetings.
- Review and approve monthly and annual CAM Reconciliations for designated portfolio. Ensure completion within timeline established by Senior Management.

- Provide quarterly analysis to support the issuance of the Company's form 10-Q, 10-K and supplemental financial reports.
- Provide leadership and training to direct reports. Identify, recommend and implement process improvement opportunities when process improvements are implemented.
- Special projects and other duties as directed.

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.