

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064**Opportunity Description:** Construction and Development Accountant
Location: Corporate Office in 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

This position provides the opportunity for a highly motivated individual to join a very active publicly traded Real Estate Investment Trust. The Construction and Development Accounting team is responsible for overseeing all aspects of budgeting, accounting and analysis for the Company's capital projects. This position reports to the Senior Manager, Construction and Development Accounting.

Opportunity Requirements

- Bachelor Degree with at least 1 - 3 years of experience, or 3-5 years of relevant experience
- Must be self-directed, motivated and logical in problem solving; well organized with attention to detail; follow through with assignments; possess strong analytical skills; and, be able to communicate effectively with coworkers both verbally and through written communications
- Must have experience accounting for construction and development projects, and ability to manage high project volume
- Commercial real estate experience preferred
- Proficient in Word, Excel, and Yardi
- Capacity for occasional out of town travel

Summary of Responsibilities

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

- Oversee Accounting Clerk and assist in Accounts Payable duties including invoice coding and payment, new vendor setup, preparation of corporate draw requests, and project manager / vendor relations.
- Pay-Scan coordination to ensure timely processing and payment of all KRC invoices within Yardi. Work with KRC IT / Systems staff to streamline and improve overall AP efficiency.
- Review contractor pay applications and ensure proper documentation has been obtained (e.g. lien releases).
- Contracts and Change Order duties including preparation / review of internal contract routing (CAF), input and setup in Yardi of all required documentation.
- Assist with the preparation of monthly and quarterly journal entries (e.g. close out completed projects, period end accruals, job overhead allocation, etc.).
- General accounting and monthly recurring entries (e.g. reclassification of expense items, amortization estimates for commenced leases, etc.).
- Assist with capex budget analysis and approval packages (LTS, AFE and PDB). Initial budget input / job setup into Yardi, and identify when budget increases and additional required approvals are necessary.
- Tenant Improvement monitoring including updates to TI Meeting materials, TI Matrix maintenance, and 11 Lease Criteria preparation.
- Assist with quarterly preparation of substantial completion evaluation on new TI deals. Assist with preparation of monthly capex forecasts.
- Maintain project information related to all project data including pertinent dates, tenant improvement status, lease accounting issues and various other measurement metrics.

- Assist with monthly and quarterly reporting (monthly book, Workiva etc.).
- Assist in the performance and maintenance of monthly, quarterly, and annual roll-forwards of Construction and Development projects and fixed assets.
- Assist with Corporate requests including auditor requests, internal testing, and other special projects.
- Responsible for all construction and development level accounting functions for the Company's real estate portfolio. All accounting is performed in accordance with Generally Accepted Accounting Principles (GAAP).
- Adhere to the Company's Construction and Development Accounting Policies and Procedures and comply with Sarbanes Oxley Section 404 (SOX) control activities.

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.