



The Oregon Secretary Of State's Audits Division is Recruiting for an

Performance & IT Audit Manager (State Audit Manager)

Application Deadline: 09/13/2026



\$10,143 - \$15,691
Non-PERS Rate



\$10,752 - \$16,627
PERS Rate

ABOUT THE AGENCY

The Oregon Secretary of State is one of three constitutional offices created at statehood. As an independent constitutional officer, the Secretary of State answers directly and solely to the people of Oregon.

Our Mission

Build trust between the people of Oregon and our state government so that public services can make a positive impact in peoples' lives.

Our Vision

We envision an Oregon without barriers, where we lead with our values and believe every voice should be heard. We do so by:

- Building equitable access to our democracy.
- Making tools easily available to achieve economic success.
- Ensuring state resources are used sustainably, efficiently and accountable to the public.
- Honestly acknowledging Oregon's history.

The Secretary of State employs approximately 245 full-time, part-time, and temporary employees. The Secretary oversees the functions of seven program divisions: Archives, Audits, Corporation, Elections, Business Services, Information Systems, and Human Resources.

Our Values

Access For All

We elevate equity through identifying and actively eliminating barriers.

Authenticity

We have integrity and are honest and true to ourselves and others.

Clarity

We share stories, using plain language to increase understand and impact.

Respect

We are committed to serving the people of Oregon and strive to understand all viewpoints.

Service

We are responsive and prioritize the needs of current and future Oregonians we serve.



CLASSIFICATION: State Audit Manager

WORKING TITLE: Performance & IT Audit Manager

CLASS NUMBER: 5687

ANNOUNCEMENT NUMBER: REQ-205547

WHAT YOU WILL DO:

In this role, you will supervise auditor performance and professional development and manage multiple audits of state agencies receiving state and federal funds.

This is accomplished in part by, but not limited to:

- Motivating and leading audit teams to work collaboratively to provide high-quality audits.
- Planning and effectively managing multiple audits and audit teams concurrently.
- Providing audit and technical assistance to staff during all phases of the engagement.
- Reviewing audit work completed by lead auditors and reviewing other key audit documentation, including those supporting audit findings.
- Interpreting changes in auditing principles and auditing standards and addressing impact to audit policy and plans.
- Reviewing and discussing findings and recommendations with appropriate management personnel.
- Participating with Audits leadership in the development of the division's strategic plan and goals, annual audit plan, and division budget.
- Assisting Audits leadership in developing and implementing division policy and guidance.
- Providing coaching and mentoring to audits staff.
- Working with audits staff to identify any training needs and developing and delivering training, as needed.
- Addressing and managing employee performance issues.
- Collaborating with Human Resources to ensure successful recruitment and retention strategies.

For explicit duties, please request a copy of the position description from HR.SOS@SOS.oregon.gov.



TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our desired qualifications listed.

Candidates must meet the minimum qualifications for either the IT Audit Manager or the Performance Audit Manager. Your application must demonstrate education and/or experience in the following:

IT Audit Manager:

A **Bachelor's Degree*** or higher;

AND

Six (6) years of professional level information technology (IT) auditing or governmental auditing following generally accepted standards, such as COBIT or Generally Accepted Governmental Auditing Standards (GAGAS or Yellow Book), knowledge and application of audit methodologies, and verbal and written communication skills. *Four (4) of the (6) six years must have been as a lead auditor including planning audits; assigning work; establishing milestones and budgets for assigned audits; monitoring work performed so that it meets established goals, objectives, and target dates; coaching, guiding and providing feedback on staff performance; and report writing;*

AND

A current **Certified Information Systems Auditor (CISA)** certificate issued by the Information Systems Audit and Control Association.

OR

Performance Audit Manager:

A **Bachelor's Degree*** or higher;

AND

Six (6) years of experience conducting performance audits in compliance with Generally Accepted Government Auditing Standards (GAGAS or Yellow Book), or the IIA's International Standards for the Professional Practice of Internal Audits (Red Book), knowledge and application of audit methodologies, and verbal and written communication skills. *Four (4) of the (6) six years must have been as a lead auditor including planning audits; assigning work; establishing milestones and budgets for assigned audits; monitoring work performed so that it meets established goals, objectives, and target dates; coaching, guiding and providing feedback on staff performance; and report writing.*

Remote working arrangements may be available upon manager approval.

For more information about the Oregon Office of Secretary of State, please visit: [State of Oregon: Oregon Secretary of State](#)



How to Apply

This recruitment will close on Sunday, September 13, 2026, at 11:59 pm

Current State of Oregon employees
must apply in Workday under the
Career worklet here:

[Apply Here](#)

Non-state of Oregon employees must
apply here:

[Apply Here](#)



We are not looking for people who are looking for a job, we are looking for people who want to serve the State of Oregon and make a difference in others' lives.

ADDITIONAL INFORMATION

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the Oregon job opportunities page for non-state of Oregon employees.

Application materials must be received by the close date and must be complete and legible. The Secretary of State's office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, Workday system.

No exceptions will be made.

Please pay special attention to the application instructions in the announcement to ensure your application materials are submitted correctly.

Veteran's Preference:

Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, you MUST attach appropriate documentation when Workday prompts you to in a follow-up action.

If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service-connected pension. Disabled Veteran's must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs unless the information is included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

The Secretary of State's Office does not have procedures or policies in place for VISA sponsorships. Within three-days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

The selection process consists of a review of your application materials and an evaluation of your education, experience, and training. Please note that your response will also be evaluated for grammar, spelling, and punctuation. Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse, inclusive and welcoming workplace.



THE WILLAMETTE VALLEY

The Willamette Valley and surrounding area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children's sports and activities abound. Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world-class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. An hour's drive north of Salem is Portland, Oregon's cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world-renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.



[The Willamette Valley](#)



[Salem](#)



[Wilsonville](#)



[Portland](#)

COMPENSATION AND BENEFITS

What's in it For You

Family Friendly Work Life Balance

(Paid time off: 12 holidays, 3 personal days, short and long term disability benefits, generous vacation accrual, and sick leave).

Take Care of Yourself and Your Family

(Comprehensive employee benefits, choice of medical plans, vision plan, life insurance, child care flexible spending account, employee assistance program).

Celebrate Uniqueness

Diversity and **inclusion** are cornerstones of our values. We recognize that diversity and inclusion are critical to developing a talented, high-performing workforce and are committed to providing a supportive work environment in which all of our employees can thrive and reach their full potential. We strive to maintain a culture that attracts, develops and retains a diverse workforce that closely

mirrors the residents of our community. We learn from and respect the cultures in which we operate and value the uniqueness of individual talents, experiences and ideas.

Invest in Your Future:

(Pension plan, deferred comp, short and long term disability plan, flexible spending accounts for healthcare and dependent care).

Be Appreciated

(Employee recognition events, agency unique employee recognition program allowing for additional leave options such as vacation buy-out and sick leave roll-over, dynamic employees doing impactful work).

ADA

At the Secretary of State, we value community and foster a sense of belonging for our employees.