

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

Staff Auditor

(State Staff Auditor)

Application Deadline: 12/08/2026

MONTH/NON-PERS*
$6,030 - $8,031

MONTH/PERS*
$6,394 - $8,511

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.

The Secretary of State employs approximately 250 full-time, part-time, and temporary employees. The Secretary oversees the functions of eight program divisions: Archives, Audits, Corporation, Elections, Business Services, Information Systems, Human Resources, and Strategic Initiatives.

OUR MISSION:
Build trust; make a difference.

We do so by:
- Providing equitable access to our democracy.
- Making tools easily available to achieve economic success.
- Ensuring state resources are used sustainably, efficiently and are accountable to the public.
- Promoting public access to the records of Oregon government.

For more information about the Oregon Office of Secretary of State, please visit:
State of Oregon: Oregon Secretary of State - Home

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 Staff Auditor

WORKING TITLE: Staff Auditor

CLASS NUMBER: C5681

ANNOUNCEMENT NUMBER: REQ-29982

WHAT YOU WILL DO:

Build trust, make a difference. If this resonates with you, you've landed in the right spot. As a Financial Auditor with the Oregon Secretary of State, you will help the State of Oregon by reviewing its financial records to support transparency, credibility, and accurate financial reporting. No two days are the same as you review supporting documentation, ask (many, many) questions, take a deep dive into data sets, identify errors and make recommendations for improvement.

You might enjoy auditing if you:

- Like solving puzzles
- Are curious and ask questions
- Enjoy working with data
- Have strong attention to detail
- Want a career that makes an impact

In this role, you will conduct and issue financial and compliance audits of state agencies. You will work with client agencies, audit managers, and a whole team of auditors wholly committed to the same mission of keeping Oregon accountable.

In technical terms, this is accomplished in part by, but not limited to:

- Reviewing fiscal and accounting functions and systems
- Reviewing and evaluating internal controls
- Reviewing and testing accounting records
- Developing estimates and expectations of financial statement accounts
- Reviewing financial trends and analyzing variances
- Analyzing financial statement account balances and drawing conclusions
- Reviewing and testing compliance with state and/or federal laws and regulations

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

Don't have auditing experience? Don't worry! We will teach you. The right candidate for this role will demonstrate curiosity, the ability to think critically, and investment in the agency's mission to build trust and make a difference, and the rest will be taught on the job. See below for more details about how to qualify for this position.



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.

Your application must demonstrate education and/or experience in the following:

A **Bachelor's degree** in accounting*; or a non-accounting Bachelor's Degree and accounting courses* equivalent to 24 quarter or 18 semester credit hours.

OR

An **Associate's degree** or higher in accounting*; **AND**

Two (2) years of professional level governmental audit experience conducting financial audits following AICPA (Clarified) Generally Accepted Auditing Standards for another state government comparable to the Oregon Secretary of State's office.

OR

A combination of **experience or education equivalent to four (4) years' experience** that typically supports the knowledge and skill requirements listed for the classification, with up to two (2) years credit for professional level governmental audit experience conducting financial audits following AICPA (Clarified) Generally Accepted Auditing Standards for another state government comparable to the Oregon Secretary of State's office. Education must include accounting courses* equivalent to 24 quarter or 18 semester credit hours.

*Education must include intermediate accounting coursework. Transcripts are required to confirm candidates meet the education requirements of the role prior to a scheduled interview to receive credit for college degrees or coursework. Credits must be from an accredited college or university. Transcripts must include name, coursework and indicate that a degree was obtained and/or coursework was completed with a passing grade. On-line transcripts are acceptable for application. A copy of official transcripts will be required at time of hire.



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.

As the most competitive candidate, your application will demonstrate the following requested skills and experience:

- **Great judgement -** high quality decision making. Adopting a "scout mindset" when appropriate, which involves being curious, open, and grounded.
- **Emotional Intelligence** - strong interpersonal skills, including the ability to tactfully and effectively navigate complex and difficult scenarios. The ability to consciously recognize, understand, and manage one's own emotions, and to empathetically and judiciously recognize, and understand emotions of others.
- **Accountability -** accountability for public resources is fundamental to serving the public interest and honoring the public trust. An obligation or willingness to accept responsibility or to account for one's actions.
- **Growth Mindset –** eagerness to adjust and adapt; proactively seeks clarification and understanding. Views feedback, guidance, and correction as data for improvement, not as evidence of weakness.
- **Flexible working style –** ability to work both independently and in a team-oriented environment; encourages a collaborative environment and develops positive relationships with others.
- **Excellent written and verbal communication skills –** ability to communicate clearly and concisely to engage with a diverse and cross-cultural audience.
- **Organizational skills and attention to detail –** ability to plan work and follow up on task assignments while meeting overlapping deadlines in a fast-paced environment and maintaining attention to detail.

Preference may be awarded to candidates that have completed audit coursework and/or have an active CPA, have passed portions of the CPA, or meet the educational hours required by the Oregon Board of Accountancy to sit for the CPA exam.



How to Apply

This recruitment will close on Tuesday, December 8th, 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

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



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

- Additional applicant screening will depend on the number of qualified applications received. Screening may include skills testing, the results which may be used as part of the applicant evaluation process.
- Candidates whose background most closely matches the qualifications and required/requested skills of this position will be invited to an interview.
- Successful candidates will require professional reference checks and must pass a criminal history check. Adverse background data may be grounds for immediate disqualification.
- Agency does not offer visa sponsorship. Within three days of hire, applicants will be required to complete I-9 documentation and confirm authorization to work in the United States. If your employment authorization and documentation is contingent on sponsorship now or in the future, you will not meet Agency employment eligibility standards.
- The State of Oregon does not request or require your age, date of birth, attendance or graduation dates from an educational institution during the application process.
- **Eligible veterans and Oregon National Guard servicemembers** (current and former) who meet the qualifications of the position will be awarded candidate preference. For more information, please visit Veterans Resources. Be sure to submit your documentation prior to the close date of this posting in order to have the preference considered.
- The salary listed is the non-PERS qualifying salary range. If the successful candidate is PERS qualifying, the salary range will reflect the additional 6%.

QUESTIONS?
For additional information you may contact us at HR.SOS@SOS.oregon.gov

The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse 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

The Oregon Secretary of State offers competitive compensation and a benefits program that demonstrate our dedication to employee wellness, including:

- Excellent, low-cost medical, vision, and dental coverage for you and your family
- Optional benefits including term life insurance, disability coverage, and FSA options for health and childcare
- Generous paid time off: 12 holidays, 3 personal days, sick leave and vacation accrual starting at 8 hours/month, and more
- Potential eligibility for the Public Service Loan Forgiveness Program
- Retirement security through Public Employees Retirement System (PERS) and Oregon Saving Growth Plan