

The Oregon Secretary of State Audits Division is recruiting for Staff Auditors to join our audit teams

The Agency

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

Our Mission: The Secretary of State is the **keeper of Oregon's history, the auditor of public funds, the first stop for Oregon businesses and the chief elections officer.**

We:

- ⇒ Engage Oregonians
- ⇒ Innovate for the future
- ⇒ Deliver results

Our Vision: The Secretary of State delivers better results for Oregonians through:

- ⇒ More effective and efficient service delivery;
- ⇒ Greater transparency and accountability;
- ⇒ Using innovation to connect Oregonians to their government

Our Values:

- ⇒ Foster innovation
- ⇒ Simplify
- ⇒ Promote continual job improvement
- ⇒ Build effective partnerships

The Secretary of State employs approximately 200 full-time, part-time and temporary employees. The Secretary oversees the functions of seven divisions: Archives, Audits, Business Services, Corporation, Elections, Human Resources and Information Systems.

For more information about the Secretary of State's office go to: www.sos.state.or.us.



CLASSIFICATION: STATE AUDITOR 2
WORKING TITLE: Staff Auditor
CLASS NUMBER: C5682

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



Audits Division

We are an independent audit organization with the authority to review agencies in state government and other organizations receiving state money. Our mission is: Auditing to protect the public interest and improve Oregon government.

We ensure that public funds are properly accounted for, spent in accordance with legal requirements, and used to their best advantage. We conduct our work in compliance with stringent professional standards, select audit topics to produce the best value for Oregonians, use the most modern and sophisticated analytical tools, and make our reports available to the public. Our efforts help accomplish the Secretary of State's vision through:

- More effective and efficient service delivery,
- Greater transparency and accountability, and
- Using innovation to connect Oregonians to their government.



Work Environment

Our employees are our greatest resource. We are dedicated to enhancing their skills, providing them with the tools necessary to best utilize those skills, and offering them opportunities for professional development.

- Auditors generally work a 40-hour workweek.
- The division offers alternate work schedules.
- The division is located in Salem. Minimal travel may include day trips or infrequent overnight stays. All work related travel is fully reimbursed.
- Audit teams generally consist of 2-5 staff.
- Assignments are rotated regularly to keep staff challenged and interested.
- Auditors use electronic work papers and advanced data analysis tools.
- Auditors may participate in a mentoring program to help them grow professionally.
- Auditors are required to complete 80 hours of training every two years, which is provided through in-house and external trainers at no cost to the employee.
- Employees may apply for promotions for which they are qualified.

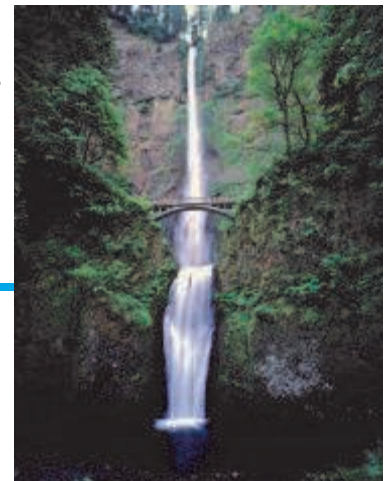


Visit our website to learn more about us.

Compensation and Benefits

The Secretary of State offers an exceptional compensation and benefits program committed to employee well-being. We offer:

- 9 paid holidays
- 24 hours of Personal Business leave
- Vacation leave and sick leave accrued monthly
- A generous contribution toward individual and family health and dental insurance
- Employer paid \$5,000 basic life insurance with additional coverage available including long and short-term disability plans, accidental death and dismemberment plans and long-term care insurance
- Option to participate in the Oregon Savings Growth Plan, a deferred compensation savings program offering a wide variety of investment options
- Flexible spending accounts



Position Description

The Staff Auditor participates on financial, compliance, performance, and/or information technology audits as well as fraud investigations of various state agencies and local entities. Under the general direction and oversight of an in-charge auditor and/or audit manager, Staff Auditors carry out audit assignments for the following audit types:



- *Financial and Compliance audits:* Review fiscal and accounting functions and systems. Evaluate agency grant programs and/or activities, functions and programs of contractors/grantees, including financial and compliance audits of contracts/grants. Review and evaluate internal controls. Review and test accounting records. Develop estimates and expectations of financial statement accounts. Review financial trends and analyze variances. Analyze financial statement account balances and draw conclusions. Review and test compliance with state and/or federal laws and regulations.
- *Performance audits:* Review an agency or program and analyze a broad array of quantitative and qualitative information about resources, workloads, and results. Identify needed improvements to better achieve objectives and mission, and prepare a persuasive report that recommends changes in operational, budgetary, organizational or other administrative matters.
- *Information Technology audits:* Review and evaluate information system general and application controls and system development life cycles. Test and evaluate the effectiveness of controls. Assist in formulating conclusions about the operation of agency information technologies.

To Qualify

Financial Auditor

A **Bachelor's Degree in accounting**; or a non-accounting degree and upper division accounting courses equivalent to 24 quarter or 18 semester credit hours AND within the last five years, completed one year of professional level auditing experience.

Performance Auditor

A **Bachelor's Degree or higher** in one of these fields related to state services: education, journalism, social services, criminal justice, economics, computer science, environmental studies, transportation, public health, public policy, public or business administration AND one year of professional level governmental auditing or professional experience in any of the following areas: program evaluation, data analysis and presentation, policy analysis or operations research.

Information Technology Auditor

A **Bachelor's Degree** in computer science, management information systems, accounting or business administration, or a degree in any field that included 24 quarter or 18 semester credit hours in one or more of the above referenced disciplines AND one year of professional level information technology (IT) auditing or professional experience in IT operations, system support, system design, database administration or network administration.

Underfill Assignments

Candidates who meet ONLY the education requirements above may still apply as an underfill (State Auditor 1), until the candidate meets the minimum qualifications for the Staff Auditor 2. Underfill assignments will not exceed one year.

Internship Information

Financial audit interns gain experience with accounting concepts and governmental auditing. Interns selected for this position will work in a team environment with experienced auditing staff. Accounts of state agencies are audited to determine whether they are in accordance with generally accepted accounting principles and in compliance with laws and regulations.

Because of the diversity of our clients, interns participate in audits that are large and small, simple and complex. Interns have the same duties as a financial State Auditor 1, which may include:

- Reviewing internal controls and account balances
- Testing agency compliance with key laws and regulations

Interns work up to 40 hours per week and are paid for their work. Interns receive on the job training in applying professional standards and documenting their work using electronic working papers. All work is performed in Salem at our office or onsite at an agency.

The Audits Division is looking for intern candidates with excellent communication skills, analytical skills, integrity, confidence, and adaptability. Current students working toward a Bachelor's Degree with accounting emphasis and recent graduates are eligible to apply. Additional course and grade requirements may apply, see position announcement for requirements.

If you need to earn credits for your internship, we will be happy to assist you. Arrangements for academic credit must be made according to your school's policies so please contact your advisor for details.



How to Apply

Employment applications and resumes will only be accepted during the time of a current job opening. To determine if there is a current job announcement and for more information on how to apply, visit the Secretary of State's website at <http://sos.oregon.gov/Pages/employmentopportunities.aspx>.

Secretary of State
Human Resources Division
255 Capitol ST NE, Suite 105
Salem, Oregon 97310

FAX: 503-986-2175

E-MAIL: sos.jobs@state.or.us

***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.***