

**LOVE  
YOUR  
JOB.**

**JOIN  
OUR  
TEAM!**



Office of the  
State Auditor




# OVERVIEW


# Are you the right fit?

Do you enjoy solving  problems?



Digging to find answers?

Do you feel the need to  
balance your bank account down  
to the  penny?

Do you enjoy thinking outside  
the  box?

You're going to love it here!

# Who we are

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## Mission

We serve citizens across the great State of North Dakota. Our team produces audits that help identify areas of government that can be improved.

▼ We provide **independent information** to the citizens of North Dakota to **inspire action**.

## Vision

We are a fun, hard-working team that produces results. We strive to become even better at what we do.

▼ To **empower** North Dakota **citizens** through outreach and education.

# What guides us

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## Values

Our values lay the groundwork for all our decision making.



### RESPECT

- We treat **everyone** with honor, dignity and courtesy.
- We **listen** to understand.
- We act in a **professional** manner.
- We learn from the **diversity** in the workplace.



### EXCELLENCE

- We enthusiastically strive to **exceed** expectations.
- We deliver **quality** work products that are accurate and on time or ahead of schedule.
- We develop practical and **innovative** solutions to improve our processes, products and services.
- We seek and embrace **feedback**.



### LEADERSHIP

- We create vision and **inspire** others.
- We support open discussion and have the **courage** to raise questions.
- We focus on those things that are **important**.
- We take **responsibility** for our actions.



### INTEGRITY

- We earn and demonstrate **trust** through transparent and ethical actions.
- We demonstrate personal commitment to organizational **transparency**.
- We role model initiative, **responsiveness** and skill in crucial conversations.
- We actively maintain appropriate boundaries and **professional** relationships.



### TEAMWORK

- We work together through effective **communication** and collaboration.
- We value the **input** of those we work with.
- We hold oneself and others **accountable** for behavior, actions and results.
- We own mistakes and work to carefully and rapidly repair and **learn** from them.

# Why we do this

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By opening the window into our government, citizens are more aware of everything done using **their tax dollars**. We provide information to the public and provide material in a way that is **easy for people** to understand.

Our team works closely with our clients, and if there are any recommendations, they are substantiated with evidence. We provide accessible, objective, and honest reports to **serve the citizens** of North Dakota.

# Why, yes, we are award-winning

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## 50 Best Places to Work

Organizations across Minnesota, South Dakota, and North Dakota apply for this prestigious award from Prairie Business Magazine which recognizes exceptional culture, benefits, and outreach.



## Top 10 Workplace

The Bismarck-Mandan Young Professionals Network awarded us their Top 10 Workplace for Young Professionals award for two years in a row. Our office is the only government organization that received recognition in 2020 and 2021.



## Government Communications

We are five-time winners of the Blue Pencil and Gold Screen Awards from the National Association of Government Communicators. In 2025, we won second place in the *Technical or Statistical Report* category. Other winners have included the National Science Foundation, the United States Department of Transportation, and the FBI.



## Work with Award Winning Leadership

It's important to us that our leaders provide thoughtful encouragement through a background of skilled experience. Management on our team has been recognized by Prairie Business Magazine's distinguished 40 Under 40 award for the leadership exhibited as young professionals.

# Office culture



## We Celebrate Success

And holidays. We are big believers in cheering on our fellow co-workers along the way, and having fun in every season.

## Dress Code

We are a business casual office. What does that look like? We usually are wearing jeans other than when we have a meeting with clients outside of our office.



## Bring Your Little One

Our office allows babies up to six-months-old to come to our office with mom or dad.

*We also like puppies, however at the present time we don't have a policy for them.*

## All Staff Meetings

Every other month we hold virtual staff meetings with all teams. Once a year we bring everyone together for an in-person staff meeting and fun team building activities.



## Open Door Culture

When we say we have an open door culture, we really mean we have a no door policy. We are all about transparency and we're always here to support you and answer your questions.

## Ongoing Training

We are big believers in ongoing education. We pay for subscription-based professional development, bring in national speakers, and have training opportunities like Speed of Trust and Strengths Finder.





# Office life



**Workspace:** Everyone is assigned a workspace, feel free to decorate your desk area and make it your own. We love getting to know more about you and the family/pets/houseplants in your life!

**Break Room:** We have a full-size fridge/freezer for storing your lunch or any snacks for the day. Feel free to use the kitchen microwaves for your lunch as well. Also, make sure to check the kitchen counters occasionally as we've got some pretty great bakers in our office who sometimes make treats to share with the team.

**Coffee:** We have communal coffee pots in the office that are brewing coffee throughout the day. If you are a coffee drinker and would like to participate in the coffee fund, visit with your manager who can connect you with the office "brewmaster".

# Good things to know

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**Location, Location, Location:** At our Bismarck office, we have great walkways and paths around the Capitol Campus to get outside and enjoy the fresh air. The Fargo office has great restaurant choices nearby that make picking lunch difficult!



**Office Provided Headphones:** If you're in an open workspace, we cover headphones or earbuds (up to \$100) for you to use at the office.

**Flexible Schedules:** We get that you have a life outside of work, we want you to be able to connect with your family and do things that are important to you! Our office offers flexible schedules and has a telecommuting policy for working from home.



**BENEFITS**

# Benefits

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## Annual Leave

You deserve a vacation! You start accruing leave on day one. Hours are:

YEARS OF SERVICE	HOURS PER MONTH	DAYS PER YEAR
0-3	8	12
4-7	10	15
8-12	12	18
13-18	14	21
18+	16	24

## Sick Leave

If you or someone in your family isn't feeling well, we want you to have time to get better. You will earn eight hours of sick leave per month with no maximum accumulation.

## Leave Sharing

State employees from across North Dakota can donate their annual or sick leave for team members who experience severe illness or injury.

## Tuition Reimbursement

Interested in continuing your education? Various tuition reimbursement options are available for team members who want to further their education from an accredited institution.

# More benefits

## Paid Parental Leave

Our office provides a two-week paid parental leave benefit for the birth or adoption of a child.

## Family and Medical Leave

You are eligible for the Family and Medical Leave Act (FMLA) after 12 months and if you’ve worked at least 1,250 hours in those 12 months.

## Holiday Pay

Bake cookies! Go shopping! Just relax!  
You will get 10 paid holidays every year.



Who doesn't like Macy's Thanksgiving Day parade?

### STATE HOLIDAYS

New Year's Day

Martin Luther King Jr. Day

Presidents' Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Christmas Day



# Even more benefits

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## Additional Benefits

We value our team members and offer additional benefits including:

- ▼ Flexible Scheduling
- ▼ Promotional Opportunities
- ▼ Career Development
- ▼ Employee Wellness
  - ▼ Infant at Work
  - ▼ Service Awards
  - ▼ Ongoing Training
- ▼ Employee Recognition
  - ▼ Funeral Leave
  - ▼ Military Leave
- ▼ Tuition Reimbursement

# Insurance overview

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## Health, Dental, and Vision Insurance

Individual and family health plans are offered at no cost to employees. Health benefits begin the first of the month following the month employment began. There is also an option for self-funded dental and vision insurance.

## Life Insurance

Basic life insurance (up to \$12,000) is paid for entirely. You can purchase additional coverage for both yourself and dependents through an automatic payroll deduction.

## Retirement

9.26% is contributed towards your retirement through the NDPERS retirement plan. You can contribute an additional 3% towards your retirement and we will match it, which would make your total contribution 15.26%. You're fully vested after 4 years of employment.

## Deferred Compensation and FlexComp

You have an option to defer a tax-free portion of income to a deferred compensation supplementary retirement plan. We also offer FlexComp accounts, which allow for pre-tax dollars from payroll deductions to pay for certain insurance payments, dependent care, and medical expenses.

*All benefits administered by North Dakota Public Employees Retirement System (NDPERS).*



**CULTURE**



# State Auditor's Office (SAO) family



## Work hard, play hard

We are a dynamic, hard-working, fun-loving crew. We're a skillful team that moves quickly and gets results, but we also take time to care for each other as a team. We like to say we work hard and play hard.

## Family first

We know you have responsibilities to people around you in your personal life. We want you to take vacations and care for your loved ones. Family always comes first in our office.



# We have fun

## Events

We love giving back to our community through food drives, Christmas angel trees, blood drives, and other non-profit outreach initiatives.



## State Auditor's Social Club

The SAS Fund is an optional employee-sponsored program that funds fun events. These include chili cook-offs, dart tournaments, seasonal parties, and much more!



# Communication

## Inclusion

Whether you're joining us as an intern or a manager, what you have to say is valued and important.

## Leadership

Everyone is seen as a leader. Where you fall on the org chart doesn't matter.

## Feedback

We are all about open communication. Our leadership team is here for your feedback, questions, comments, or any concerns you have.

*We don't expect you to actually row a boat, but if you can that is sweet and we want to learn.*

# Transparency, inside and out

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“

Sunlight is the  
best disinfectant.

”

Louis Brandeis

## Authentic

We share an uncommon level of information. We protect information only when it is legally required. Power is gained by sharing knowledge, not hoarding it.

## Positivity

We communicate openly and honestly, while keeping a positive tone.



## Innovation

Rather than saying “I don’t know” we say “good question, let me find out for you.” We believe ideas can come from anywhere within our organization. If we make a mistake, we just look for the lesson that can be learned from it.

**Thanks so much for taking the time to learn a little bit more about us!**

We know that as a skilled professional, you have employment choices, and we appreciate you thinking about coming to join our team.

We've worked hard to build a strong culture of inclusion, energy, and genuine care in everything that we do. If you have any questions, give me a call or reach out to anyone on our recruiting team.

We'd love to connect with you.

Hope to get to work with you soon,

A handwritten signature in dark blue ink, appearing to read 'Josh', with a large loop at the bottom.

**JOSHUA C. GALLION**  
**NORTH DAKOTA STATE AUDITOR**



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# Notes and things to remember

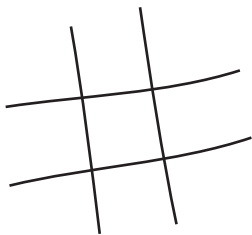
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Recipies you get from friends, random items you need  
from the grocery store, the names of people in your  
interview... really the possibilities are endless...

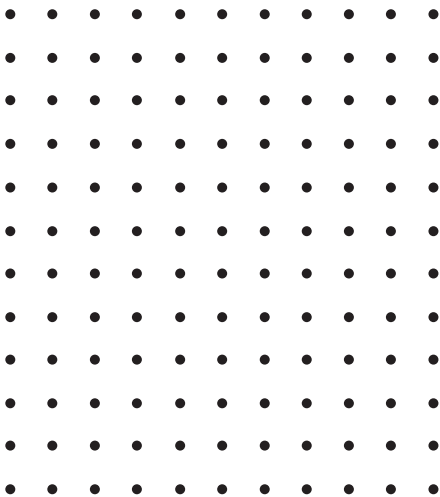
# Thoughts and doodles

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Tic Tac Toe



Dots & Boxes



## AUDIT LIBS

### THE BEST THINGS ABOUT BEING AN AUDITOR

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There are a lot of \_\_\_\_\_ things about being an auditor. First of all you get  
ADJECTIVE  
to work with \_\_\_\_\_ people and discuss topics like finances, statistics, and  
ADJECTIVE  
\_\_\_\_\_. Also, you get to work with federal compliance regulations and work with  
PLURAL NOUN  
your team in \_\_\_\_\_ to find answers to \_\_\_\_\_ questions. You may even  
A PLACE EXCLAMATION  
have an opportunity to work with \_\_\_\_\_ on day to day operations. In addition to  
CELEBRITY  
these perks, there are always plates of \_\_\_\_\_ in the break room making each day  
FOOD  
feel \_\_\_\_\_!  
ADJECTIVE





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