



# Project at Lincoln Towers Open Inc

OUTREACH PROGRAM FOR ELDER NEIGHBORS



**Project Open is an outreach program for senior citizens at Lincoln Towers. We provide assistance in applying for entitlement programs, supportive counseling by our Social Worker, help with shopping and going to medical appointments, and information about social and cultural activities.**

*Project Open is a not-for-profit corporation approved for 501(c)(3) tax-exempt status by the IRS.*

## *Volunteer Help Needed*

**Experienced Part-time, Full-Charge BOOKKEEPER needed to:**

- Prepare bank deposits and monthly bank reconciliations.
- Prepare reports, including workers comp, disability reports, commercial package, and cyber insurance.
- Knowledge of Excel and Quickbooks (Cloud-based) is required.

*If you are interested, please contact the Project Open office at 212-721-8708.*



**JOIN THE TEAM HELPING  
OUR LINCOLN TOWERS  
NEIGHBORS.**